

Stores Setup and Processing

TEMPLACMS

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COMMERCIAL STATEMENT

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INTRODUCTION

These training session notes have been created to provide background information and useful hands-on experience of using the *Stores* module within **TemplaCMS**. They are designed to complement the training and assist you at a later stage when away from the training environment.

STORES SET UP

Key concepts

There are two key types relating to stores that drive the management of orders and costs.

Order Types:

- Direct** Goods are delivered directly from the supplier to a customer site.
- To Stores** Goods are delivered from the supplier to the warehouse(s).
- Transfer** Goods are transferred from the warehouse(s) to a customer site.

Purchase Types:

- Materials** These are products considered inclusive in the DOC contract billing, i.e. they relate to the basic products used for cleaning.
- Consumables** These are additional products requested by the customer to be provided throughout the year, where contract billing takes place, e.g. one-twelfth is billed monthly and then reviewed during the year for overs/unders. An example would be toilet rolls.
- Recharges** These are any other additional products that are ad-hoc purchases that will be billed separately.

System Control

System-wide settings and/or defaults for Stores control can be set up from the *System Control > Stores* menu.

The screenshot shows the 'System Control - Stores' configuration window. It features a menu bar with 'File', 'Tools', and 'Help'. Below the menu bar are 'Close' and 'Save' buttons. The main area is divided into several sections:

- Budgetary control frequencies:** A table with columns for Count, Basis, Fixed period, Description, and Mobile device and stores orde... (checkbox). Rows include Monthly, Rolling period, and Rolling year.
- Documents:** Settings for Picking list analysis level, Delivery note analysis level, and Stores form analysis L.
- Defaults:** Order type (All), Internal store (RCCP REGULAR), and Price gro... (30% Standard Price List).
- Cancel Reminders:** Direct (No), Transfer (No), To stores (No).
- Stores order requests:** Stores order workflow path (Stores order approval).
- Supplier/product cost change tolerance:** Auto manage product cost changes (checked), Increase (0.00%), Decrease (0.00%).
- Billing:** Mandatory client PO on stores billing (checkbox), Recharge requires billing? (checked), Transfer costing (Last Cost), Auto post on approval (checkbox).
- Recharge billing:** Split by (None selected), Invoice when complete? (checkbox).
- Delivery signature:** Required? (checkbox).
- Processing:** Immediate? (checkbox), Immediate? (checkbox).

Budget control frequencies - this allows the budgets to be measured in different ways over certain periods, e.g. 'Fixed period', or 'Rolling period' budgets. The *Mobile device and stores order form* tick box determines which budget frequency will be printed on stores order forms.

Purchase cost types - need to be created for each of the three types of purchase used. This will enable each of the three to be linked to the Nominal Ledger.

Purchase task types - stores ordering in **TemplaCMS** is not task-specific, however, site transactions require that all cost and revenue transactions are associated with a task type. Three different *Purchase task types* must be set up for the matching purchase types: materials, consumables and recharges; further purchase types can be set up, as required. Overrides for these can also be set up from the product groups or categories.

Defaults – defaults for orders can be specified, but can also be overridden when entering the order.

Cancel remainders - when less stock has been delivered than the amount requested, the *remainder of the order can be cancelled if necessary*. If they are not cancelled, the items that were not delivered will go on to 'back order'. This can be set for each type of order i.e. *Direct, Transfer or To Stores*.

Default mandatory PO on stores billing – ticking this option will force users to enter PO numbers on all stores order recharge billing lines.

Force recharge billing document separation - when ticked, a separate invoice for each different PO reference per client will be generated where they are entered on stores orders, regardless of whether any groupings or consolidation setting are defined on the contract billing tab.

Invoice when complete - when ticked (under the Recharge Billing section) only invoice recharge billing when an order has been fully delivered or where any remainders have been cancelled.

The options for *Transfer costing* are *FIFO* and *Last Cost*.

Auto post on approval - all stores orders require workflow approval before posting. Once approved, a user must post the order. Only once the stores order is posted can documents be created. If the option *Auto post on approval* is ticked when a stores order is approved, the order will automatically be posted. *Document distribution via e-mail and/or export will also occur automatically, depending on the supplier set-up*.

System Control configuration options also exist for last cost tolerance changes, via *Increase tolerance %*' and *Decrease tolerance %*.

- Where the last cost change is detected, and where the % difference exceeds any of the tolerances, an action can be sent through a workflow for specific excessive last cost change approval or rejection.
- Where the excessive last cost change is approved, or the % difference is within both of the defined tolerances, the change will be accepted and automatically applied to the product/supplier record, ensuring product audit records are also generated.
- Last cost maintenance also allows a managed automatic process for updating the last cost directly from supplier invoices received.

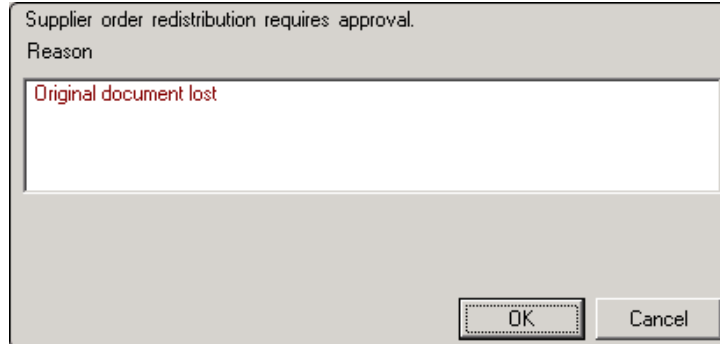
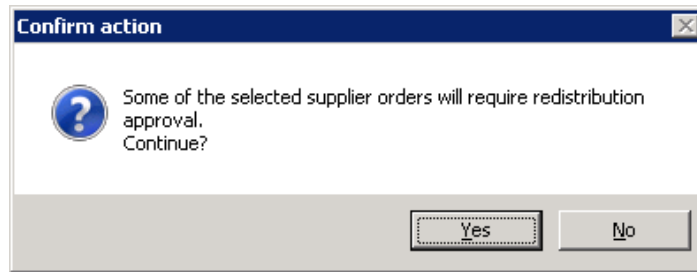
Auto manage product cost changes – when ticked, during the posting of a purchase invoice with product lines (excluding those with an ad-hoc status), the unit cost on the invoice line will be compared to the currently held product/supplier last cost. If it differs, this will update the last cost of the product as per above.

Documents – the following options can be set for stores documents:

- *Picking list analysis level* – this can be analysed based on business analysis levels.
- *Delivery note analysis level* - this can be analysed based on business analysis levels.
- *Stores form analysis level* - this can be analysed based on business analysis levels.
- can be set to be automatically be analysed based on business analysis levels.

Control supplier order redistribution - this is an optional control process to help prevent duplicate documents being sent to suppliers. A workflow path for *Supplier order redistribution control* needs to be set up if this option is used.

- Once enabled, if a user attempts to distribute a stores order which has already been distributed, they will be prompted by a message informing them that the redistribution requires approval, and that if they want to proceed, a reason code must be entered.



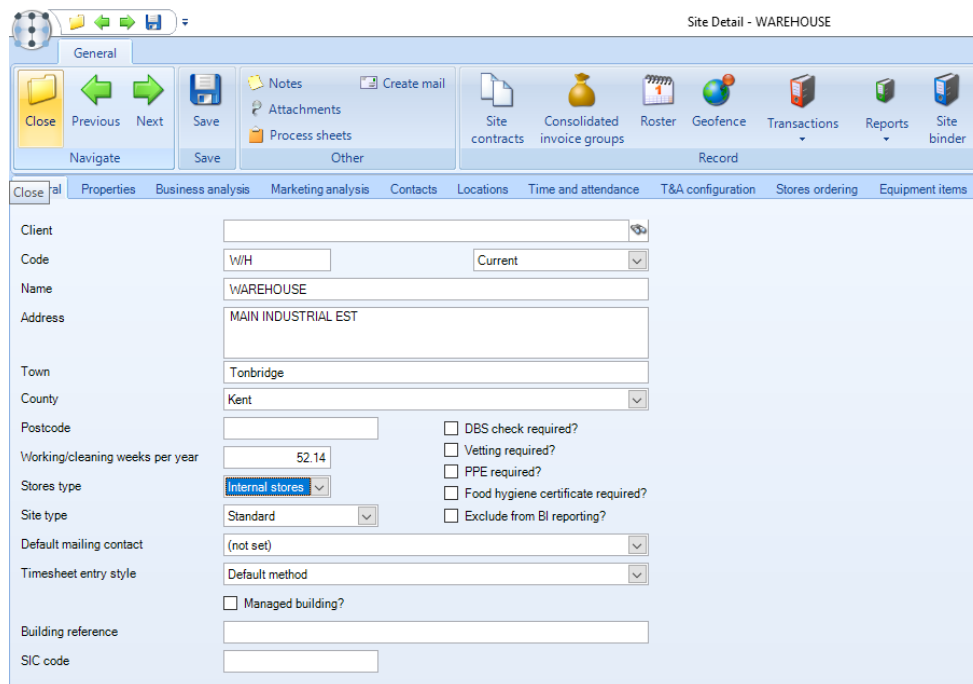
- Once approved, a user will then be able to redistribute the store's order as needed. The orders history will be updated for any redistribution, and so offers an audit trail.

Order number prefix and *Suppress suffix* – these options control whether a prefix and suffix are added to stores orders when printing.

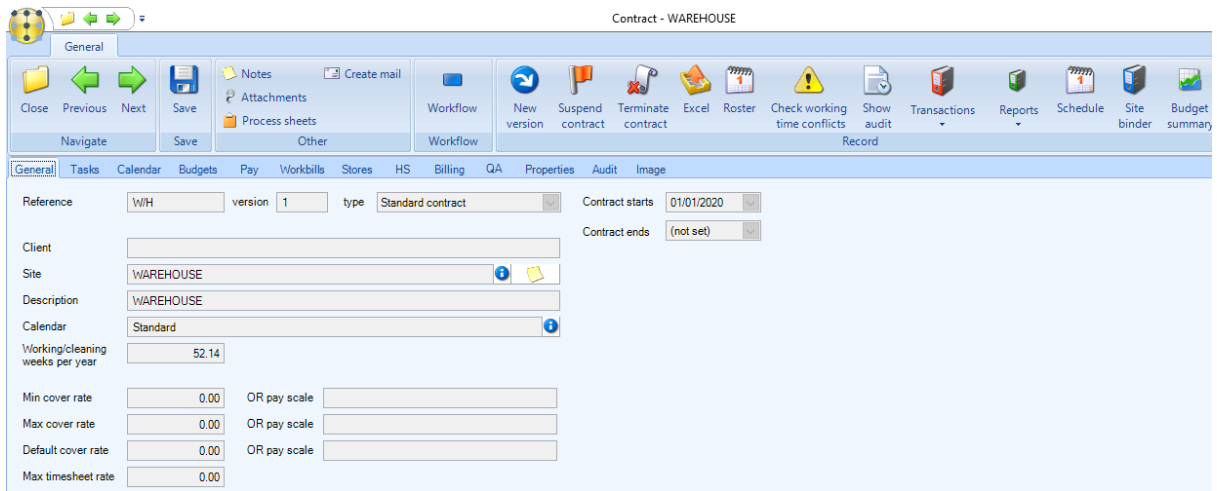
Delivery signature - if the *Required* box is ticked an attachment type need to be specified against which to record the signature. This is mainly used on mobile devices where a client may sign when goods are delivered.

Internal Stores

At least one Site and one Contract need to be set up as a minimum. On the *Site Detail* screen, the *Stores type* must be set to *Internal stores*.



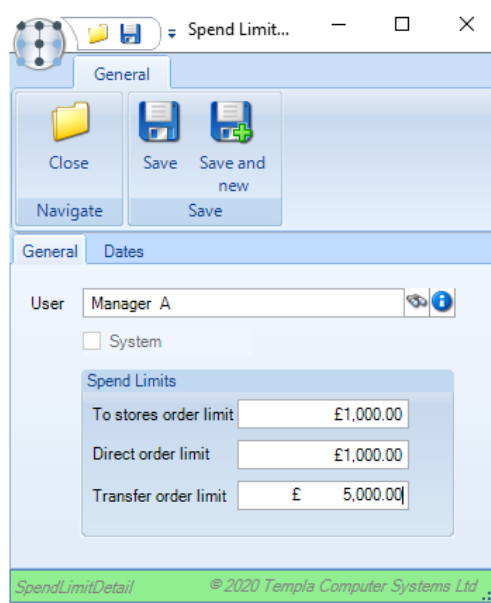
On the contract associated with the *Warehouse* site, only the minimum details need to be entered (no tasks, budgets, calendars, payroll etc.)



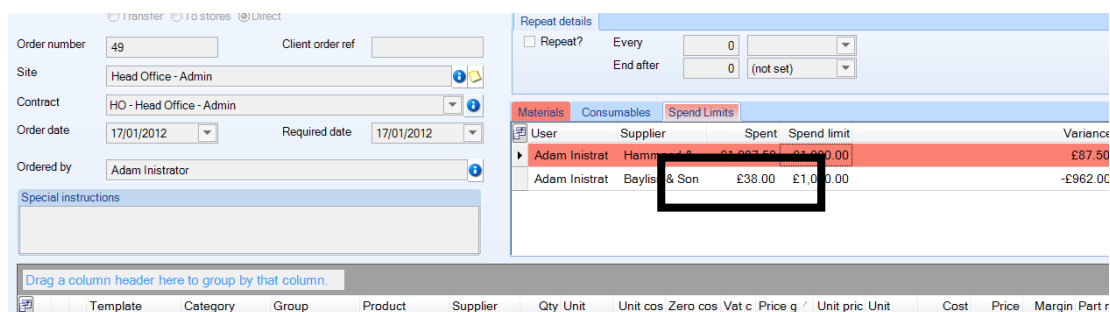
A *Stores Template* can be added to the *Stores* tab, which may be useful where control of products delivered to a warehouse is required.

Single purchase order spend limit

A single purchase order spend limit can be set as a system-wide default, or per individual user from the *Purchasing > Spend Limits* option available on the *Maintenance* menu:



When entering a stores order, the relevant user (or system level) spend limit will be retrieved, and the supplier level totals (excluding VAT) from the order will be accumulated at this level. The results are shown on the *Supplier Spend* tab on the budgets section of the order screen.

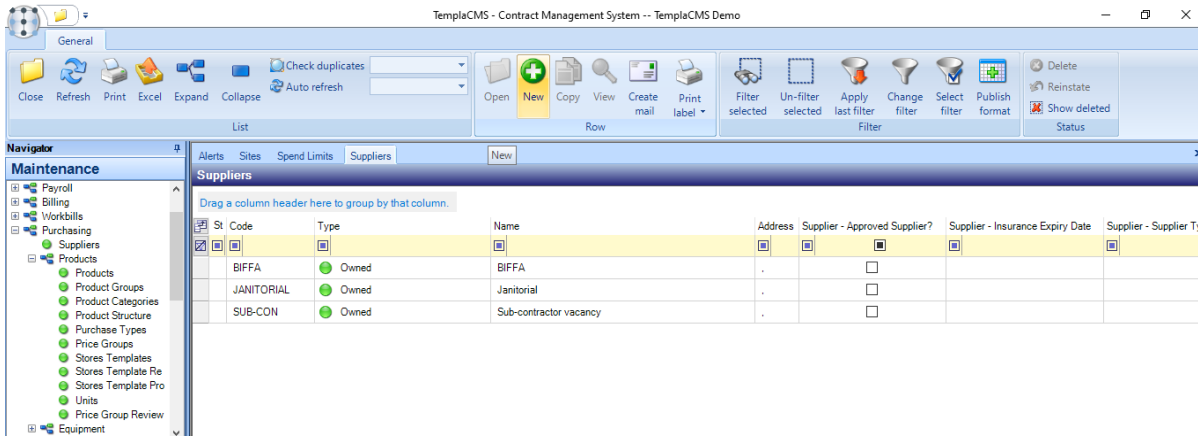


If an order is sent for approval where the spent amount is greater than the spending limit an action will be sent through a workflow for specific single purchase order spend limit approval or rejection.

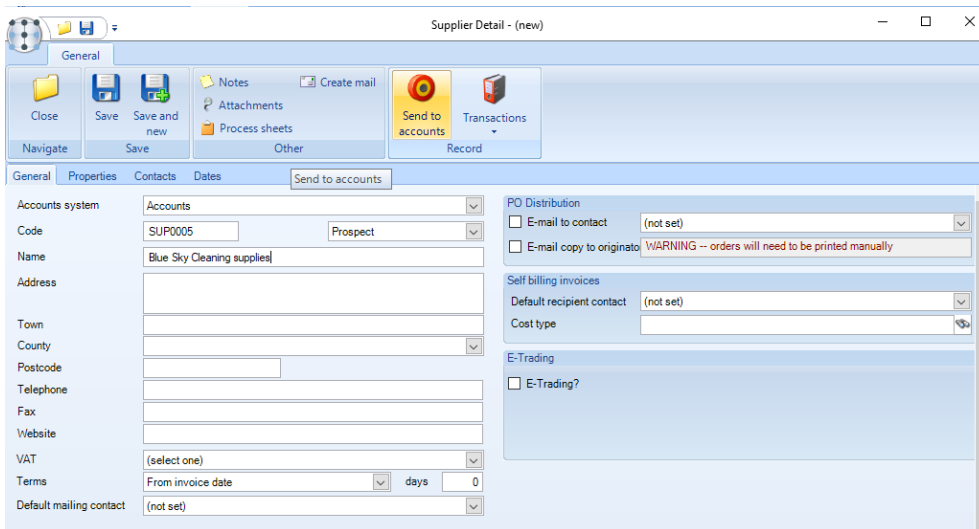
MAINTENANCE

Suppliers

New suppliers can be added from *Purchasing > Suppliers* (Maintenance menu) by clicking on *New* and entering the relevant details for the supplier. It is advisable to use the same naming convention as for existing supplier accounts.



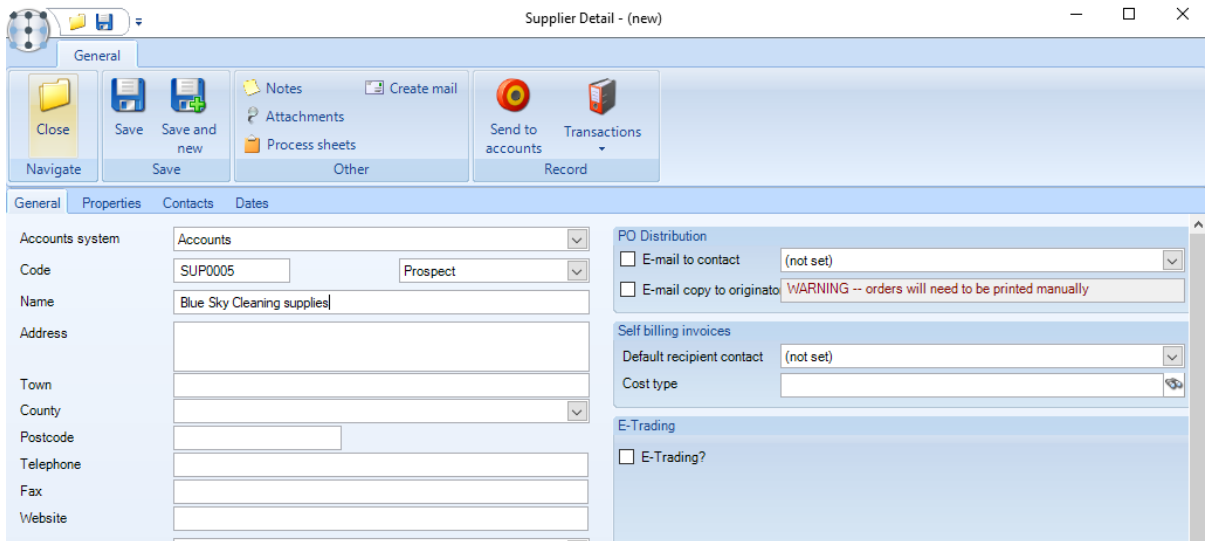
New suppliers in CMS can be sent to the accounts system by clicking on the option to *Send to accounts*, which will automatically create the new supplier in the accounts system.



The preferred method is for any new suppliers to be manually created in the accounts system to ensure all supplier-related details are fully populated and utilized.

PO DISTRIBUTION

If the *System Control* flag for *Auto Post on approval* for stores orders has been set, and the *supplier* has been set up with *PO distribution* (via ticking the *E-mail to contact* and/or *E-mail copy to originator* boxes) and a contact has been specified, documents will automatically be distributed to the supplier when the purchase order is approved.



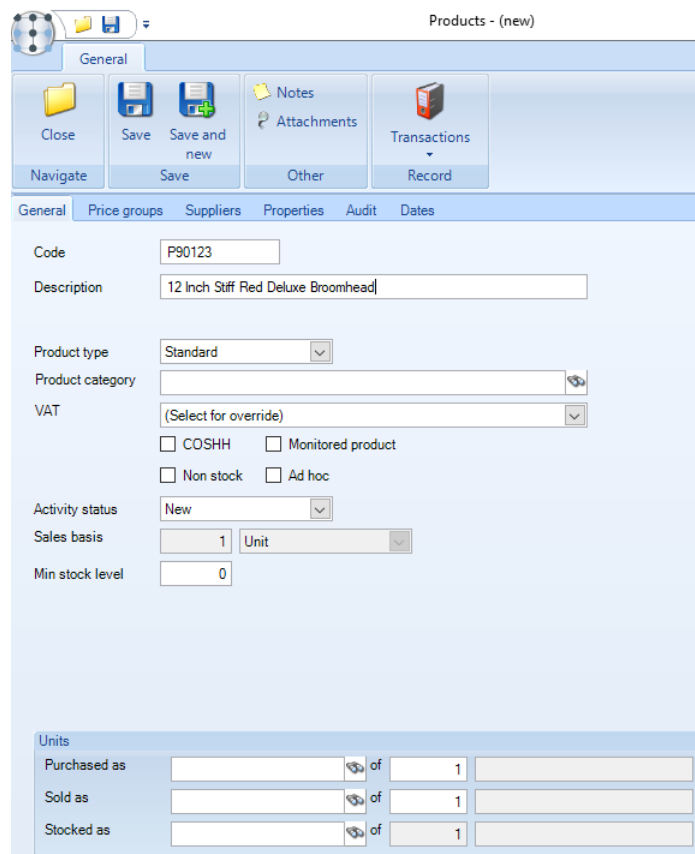
E-TRADING

- If e-trading is enabled on the supplier, the export will also be performed automatically.
- If e-trading is not active, and no e-mail recipient contact is entered, a warning message will appear to inform the user that manual printing will be required.

Products

Products can be added and maintained from the *Products* option on the *Maintenance > Purchasing* menu and can be analysed via *Product Groups* and *Product Categories*.

To add a new product, simply click on *New* and enter the relevant details. If the new product needs a new group, category or price group these will have to be created first.



GENERAL

Code – enter a product code

Description – enter a product description

Product Type – select a product type, the options are *Standard*, *Equipment item*, *Hygiene services*, *Staged billing*.

Product category – choose a relevant product category, additional categories can be created if needed.

VAT – if the product incurs a different VAT % choose the relevant VAT code, the system default will otherwise be used.

COSHH – a product can be marked as ‘COSHH’ (Control Of Substances Hazardous to Health) by ticking the COSHH box.

Monitored product? – products flagged as *Monitored* can be routed via a different workflow path during the stores order process.

Non stock – non stock products allow the full use of the product database for standard description, costs and prices, and full use of stores order processing. These could be used for frequent orders for consumables or services, e.g. stationery, vehicle repairs, etc. The description can be overridden on the order line, e.g. stationery can then be changed to notepads. When present on to-stores or transfer orders, non-stock products will be ignored from any stock control transactions.

Ad-hoc - an ad-hoc product allows the full use of stores order processing, however, ad-hoc descriptions and specific costs and prices all have to be defined on the order line. These could be used for infrequent orders for consumables or services, e.g. purchase of a new car. When selected to an order line, the existing ‘product’ button is replaced with a text entry box where the user can enter the details.

Activity status – the status can be *New*, *Active* or *Inactive*.

Sales basis – the default is ‘1 unit’. On hygiene service type products, the sales basis may be changed to a frequency count and basis, e.g. 1 month, to allow sales prices to be defined at a billing frequency. For example, servicing sanitary bins may be defined as costing £20.00 a month, whereby the actual frequency of servicing is irrelevant.

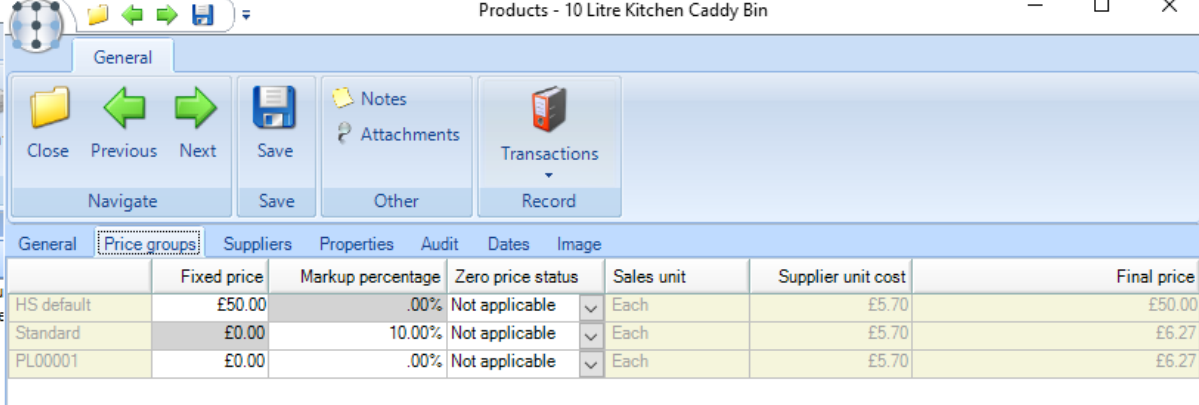
Min stock level – this option is only available on Standard products and is used in conjunction with the Stock Balance report which allows users to see which products are running low and require re-ordering.

Units - the *Units* in which the products are purchased, sold or stocked in, must also be entered. These can be created from the *Units* option on the *Purchasing menu* or ‘on the fly’.

The product list also shows the ‘Supplier unit cost’. By default, this will show the preferred supplier cost. Filtering the product list by a supplier will cause the selected supplier cost to be shown instead.

PRICE GROUPS

From the *Price groups* tab on the product, *Fixed prices* and *Markup percentages* can be added to the list of available price groups.

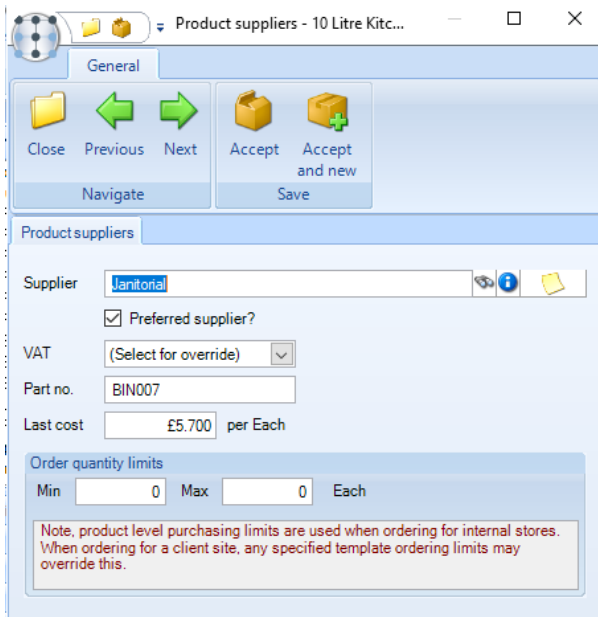


	Fixed price	Markup percentage	Zero price status	Sales unit	Supplier unit cost	Final price
HS default	£50.00	.00%	Not applicable	Each	£5.70	£50.00
Standard	£0.00	10.00%	Not applicable	Each	£5.70	£6.27
PL00001	£0.00	.00%	Not applicable	Each	£5.70	£6.27

The Price groups can also be accessed directly from the *Maintenance > Products* menu (see Price group section below).

SUPPLIERS

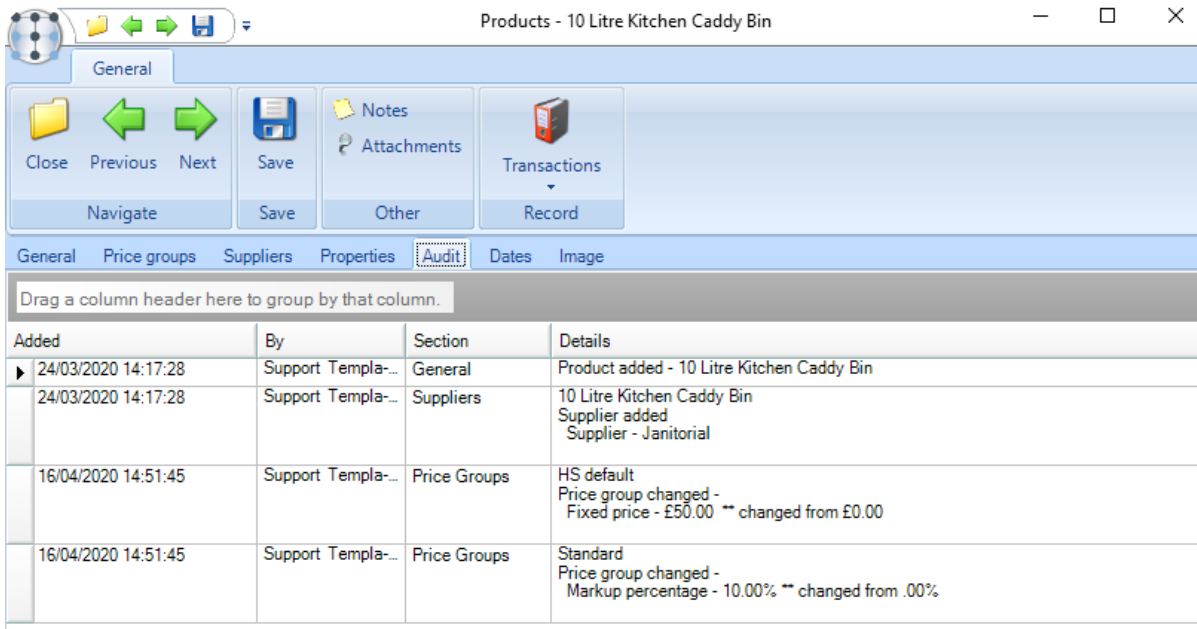
From the Suppliers tab a supplier (or suppliers) for the product can be added as well as details like the minimum and maximum order quantities and unit cost (last cost).



Where there is more than one supplier, the preferred supplier can be marked by ticking the *Preferred supplier* box, which enables the system to know which supplier to use when placing an order.

AUDIT

All changes made to a product or its attributes are automatically audited. The audit trail can be viewed from the *Audit* tab on the product screen:



Product group/category NL interface

Purchase analysis codes can be assigned at System Control level for each purchase type (i.e. materials, inclusive consumables and recharges), which drives the NL assignment for supplier purchase invoice costs, but this can also be set at either product group or product category level.

Product Groups

Product Groups (Maintenance > Purchasing menu) provide a means of grouping certain types of products together which allows for easier product analysis, reporting and maintenance etc.

Product Group List		
Drag a column header here to group by that column.		
St	Code	Description
	Catering Product	Catering Products
	Cleaning Equipm	Cleaning Equipment
	Cleaning Product	Cleaning Products
	Dispensers	Dispensers
	Gloves	Gloves
	Machinery	Machinery
	Other	Other
	Paper	Paper Products
	Polythene	Polythene Sacks & Liners
	PPE	PPE Uniform & Protective Wear
	Body Care	Shower Washing & Suncare Products
	Handcare	Soaps & Hand Creams
	Spares, Parts &	Spares, Parts & Other

Product Categories

Product Groups can further be broken down in *Product Categories (Maintenance > Purchasing menu)*, each *Product Category* belong to a *Product Group*:

Product Categories List		
Product group ^		
St	Code	Description
Product group : Cleaning Equipment (1 item)		
Product group : Cleaning Products (15 items)		
	Brushes & Scrap	Brushes, Brooms, Scrapers
	Buckets	Buckets
	Cleaning Chemic	Cleaning Chemicals
	Cloths & Dusters	Cloths & Dusters
	Floor Chemicals	Floor & Carpet Care Chemicals
	Floor Pads	Floor Pads
	Dishwashing	Hand & Machine Dish Washing Products
	Mops & Accesso	Mops & Accessories
	Sanitising & Tele	Sanitising & Telephone Wipes
	Scourers & Pads	Scourers & Pads
	Signs	Signs
	Trigger Bottles	Trigger Bottle & Sprays (Empty)

Product Structure

The *Product Structure* (*Maintenance > Purchasing* menu) option shows a structured view of products held in **TemplaCMS** and their relationship to templates, price groups and suppliers. Taskbar options allow groupings of *Products in Suppliers*, *Products in Price Groups* and *Products in Templates*.

Product	Supplier	Price group	Template
BAG0001 - Black Refuse Sacks x 20	P0016 - PATTERSONS (BRISTOL) L	PL0001 - Standard Price List	Stores0002 - Recharged Consumables
BAG0001 - Black Refuse Sacks x 20	P0016 - PATTERSONS (BRISTOL) L	PL0001 - Standard Price List	Stores0007 - Inclusive B & W Bags
BAG0001 - Black Refuse Sacks x 20	P0016 - PATTERSONS (BRISTOL) L	PL0001 - Standard Price List	Stores0011 - Inclusive Consumables
BAG0001 - Black Refuse Sacks x 20	P0016 - PATTERSONS (BRISTOL) L	PL0001 - Standard Price List	Stores0014 - BAGS
BAG0001 - Black Refuse Sacks x 20	P0016 - PATTERSONS (BRISTOL) L	PL0001 - Standard Price List	Stores0022 - BAGS (exc BAG0002)
BAG0001 - Black Refuse Sacks x 20	P0016 - PATTERSONS (BRISTOL) L	PL0001 - Standard Price List	Stores0268 - Recharged Consumables - R0184/01
BAG0001 - Black Refuse Sacks x 20	P0016 - PATTERSONS (BRISTOL) L	PL0001 - Standard Price List	Stores0274 - Recharged Consumables - G0001

Purchase Types

It may be preferred to manage sub-contracted periodic work via issuing a stores order for the services required rather than generating ad-hoc workbills. The costs can comprise many different types of service (e.g. equipment hire, specialist technicians etc.) some of which are also used outside of periodics.

To isolate these costs streams to periodic work, the products used through stores orders need to be differentiated from those same products used as materials, consumables and recharges but without setting up a duplicate set of products for this purpose.

To achieve the above it is possible for users to manually define additional *Purchase Types*.

New *Purchase Types* can be defined from the *Maintenance > Purchasing > Products* menu:

St Code	Description
ADHOCMATERI	Ad hoc materials
CONSUMABLES	Consumables
MATERIALS	Materials
RECHARGE	Recharge

Purchase type detail - (new)

Code:

Description:

Nature:

Client confirmation required?

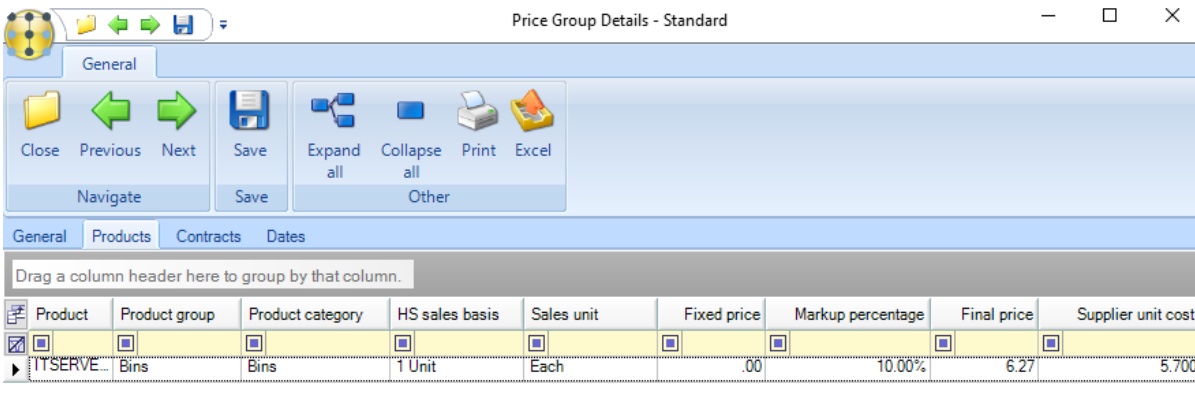
The *Nature* value can be set to *Materials* or *Consumables*. Any number of other *Purchase types* can be defined.

At Stores Order entry time the relevant *Purchase Type* can be selected if not defaulted in from the product template.

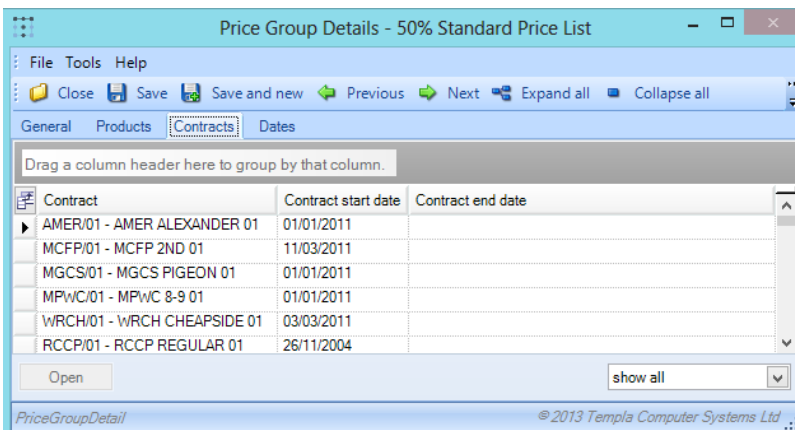
Price Groups

Price groups can be accessed directly from the *Maintenance > Products* menu from where a list of contracts assigned to the Price group can be viewed.

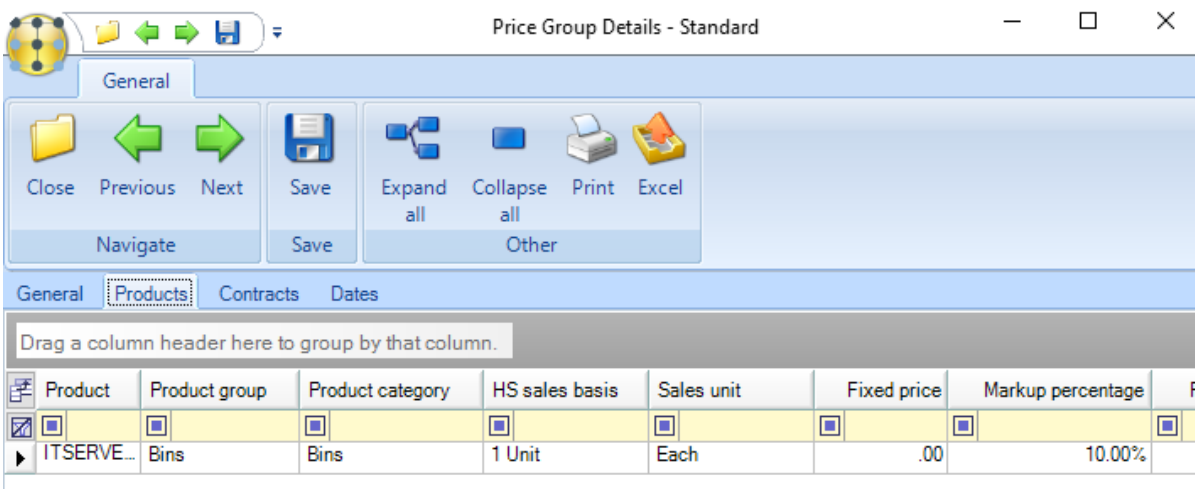
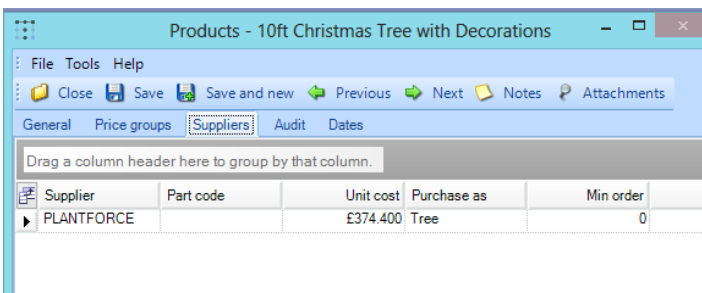
Fixed prices and *Markup percentages* can be added to the list of available price groups.



It is also possible to assign a Price group to a contract from this option (please see the Price group review section below for more information).



From the 'Supplier' tab, a supplier (or suppliers) can be added for the product as well as details like the minimum and maximum order quantities and unit cost (last cost).

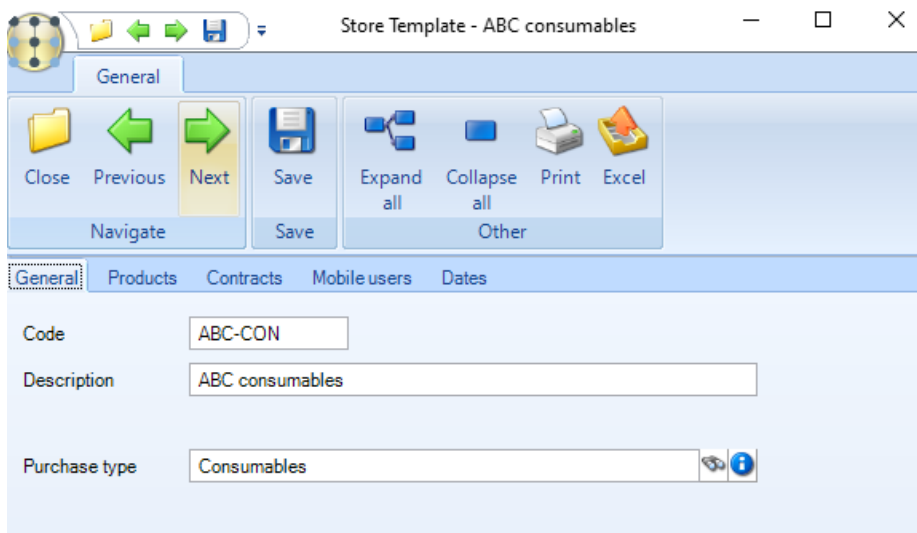


Stores Templates

Stores Templates can be used to control what products can be ordered per site as well as to differentiate for example *between Re-charges and Materials / Consumables*. In addition to the above Stores templates also control which mobile device users can raise *Stores Order requests* for the relevant template.

When placing a *Stores Order* from a template the products listed on the template will automatically be pulled on to the order from where a user can then enter quantities required etc. One or more specific templates can also be assigned to a contract and in doing so, this will control what products can be ordered on the specific contract.

A new template can be created from the *Maintenance > Purchasing > Stores Templates* menu:



The screenshot shows a software window titled "Store Template - ABC consumables". The window has a standard Windows-style title bar with minimize, maximize, and close buttons. Below the title bar is a ribbon menu with the "General" tab selected. The ribbon contains several groups of icons: "Navigate" (Close, Previous, Next), "Save" (Save), and "Other" (Expand all, Collapse all, Print, Excel). Below the ribbon is a tabbed interface with "General", "Products", "Contracts", "Mobile users", and "Dates" tabs. The "General" tab is active and contains three input fields: "Code" with the value "ABC-CON", "Description" with the value "ABC consumables", and "Purchase type" with a dropdown menu set to "Consumables".

GENERAL

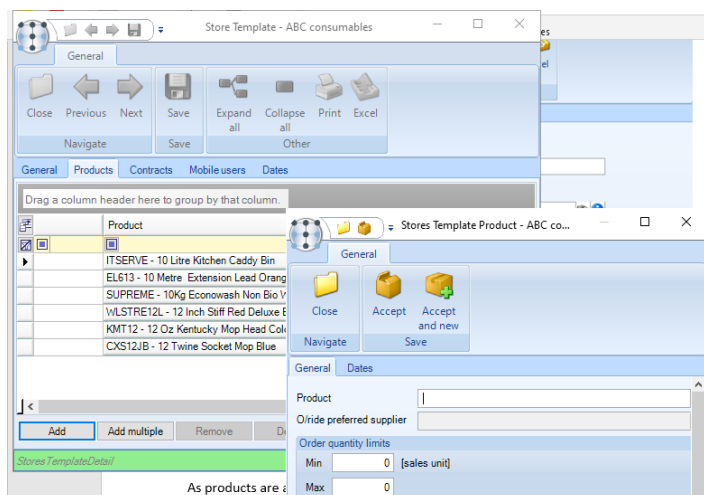
Code – enter a code for the Stores Template.

Description – enter a description.

Purchase type – select the relevant Purchase type for the template. Ultimately these will be placed on an order line, so the system knows how to handle the product for costing, budget and billing purposes.

PRODUCTS

As products are added to the template, Min/Max order quantity limits can be specified:



The screenshot shows the same software window, but with the "Products" tab selected. The "Products" tab displays a list of products with columns for "Product" and "Order quantity limits". The list includes items like "ITSERVE - 10 Litre Kitchen Caddy Bin", "EL613 - 10 Metre Extension Lead Orang", "SUPREME - 10Kg Econowash Non Bio V", "WVSTRE12L - 12 Inch Stiff Red Deluxe E", "KMT 12 - 12 Oz Kentucky Mop Head Col", and "CX512/B - 12 Twine Socket Mop Blue". Below the list are buttons for "Add", "Add multiple", "Remove", and "Details". A "Stores Template Details" window is also visible, showing the "Order quantity limits" section with "Min" and "Max" fields set to 0. The "General" tab is also visible in the background, showing the "Code" and "Description" fields.

When ordering outside of the *Min* and *Max* quantities specified on the template, the system will create an exception to indicate this to the user (see below for further information on this).

Each product also allows the selection of a preferred supplier at *group, category or product* level. It may be the case that the preferred supplier for a product varies based on where in the country the site is located. If a certain supplier is preferable, they can be selected from the dropdown menu when adding a new product to a template.

When a product is added to a stores order via the *Build from contract* or *Add template* options, the preferred supplier from the template will default if specified, else defaulting to the current group, category or product assignment.

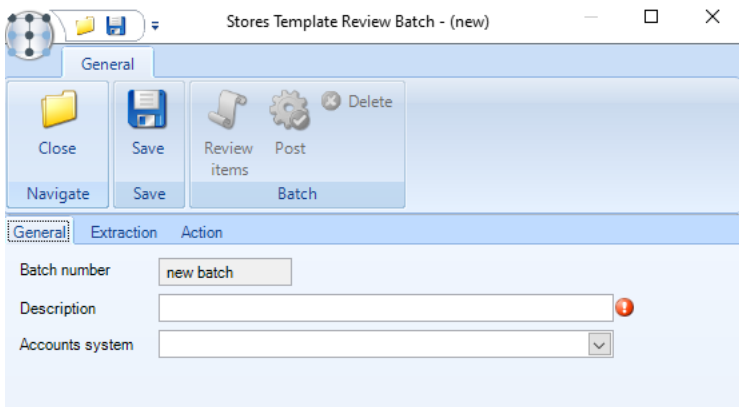
CONTRACTS

The *Contracts* tab lists all the contracts to which the template is assigned and allows drill down into the contract itself.

Stores Template Review

The *Stores Template Review* process available from the *Maintenance > Purchasing > Products* menu allows user to manage the assignment (or indeed removal) of *Stores Templates* on contracts.

To bulk assign or remove a *Stores template* from contract a New review batch can be created:



GENERAL

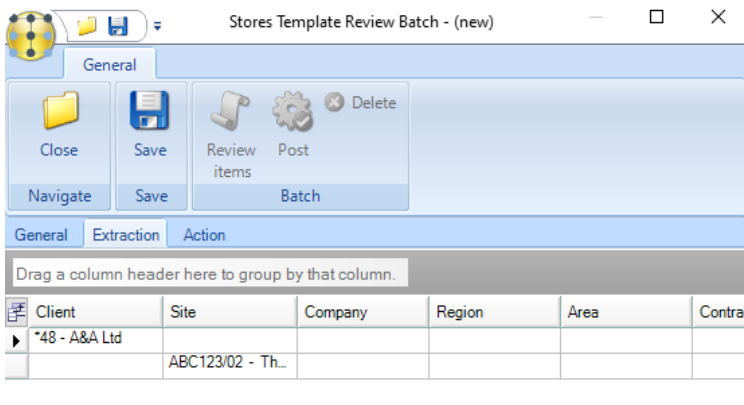
Batch number – the system will automatically generate the next batch number.

Description – enter a relevant description.

Accounts system – select the relevant *Accounts system*.

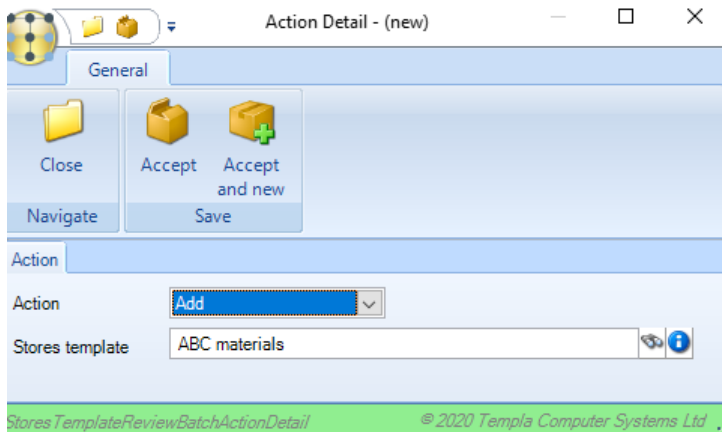
EXTRACTION

This allows the user to add multiple sets of extraction criteria, where each comprises a combination of business analysis codes at any level.



ACTION

The *Actions* will allow the user to nominate one of the following actions: *Add*, *Remove* or *Replace*.



Generation of the batch will identify all contracts meeting at least one of the criteria, allowing the user to then review and optionally delete contracts from the list.

Posting the batch will create new *Work in Progress* versions of the included contracts and apply the actions to either add or remove templates. The user is then given the option to automatically send the resulting contracts to workflow for approval. The contract audit file will be updated with changes made automatically to the stores tab assignments etc.

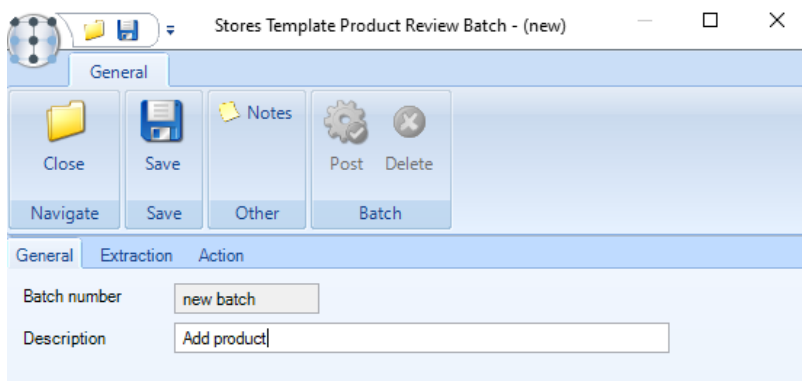
Please note to use the above functionality users should have access to the 'Stores Order Template Review' function.

Stores Template Product Review

It is possible to add or remove products from multiple stores templates at a time using the Stores Template Product review process available from the *Maintenance > Purchasing > Products* menu.

The process requires the user to create a new review batch comprising the extraction criteria, and the actions to be applied.

GENERAL

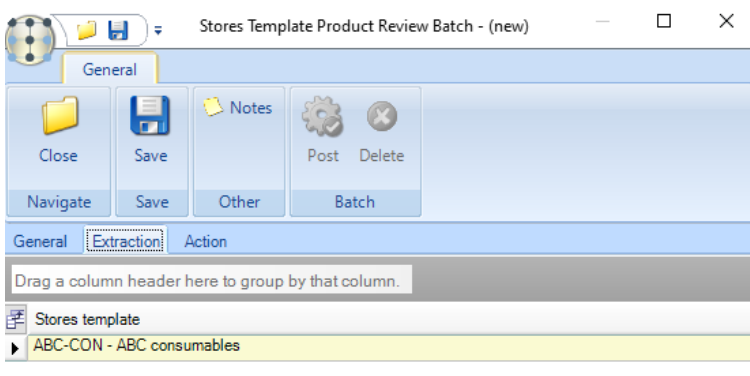


Batch number – the system will automatically generate the next batch number.

Description – enter a relevant description.

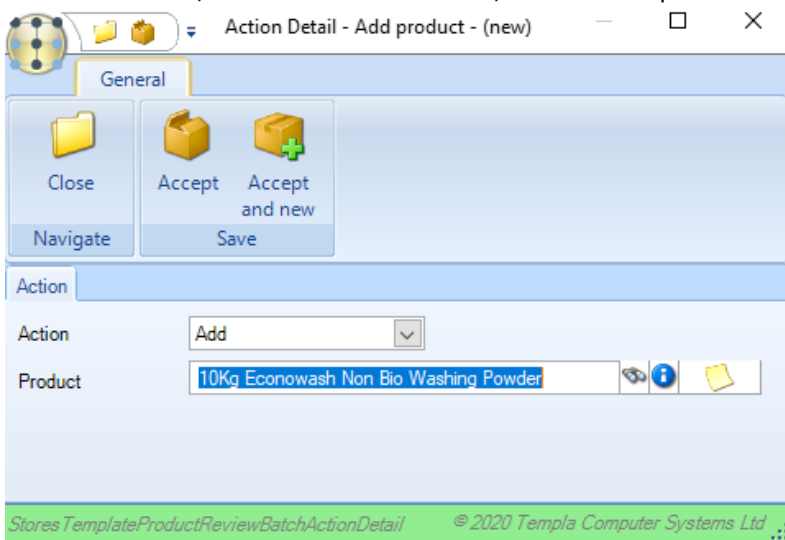
EXTRACTION

The user can select one, multiple or all stores templates to be included in the batch.



ACTION

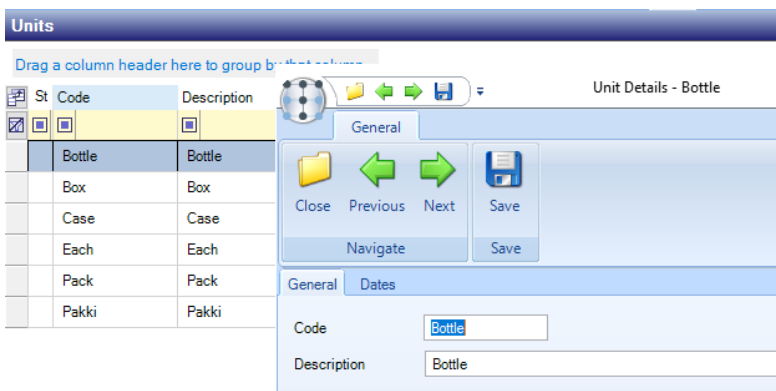
On the action tab, the user can select to Add, Remove or Replace the necessary products.



Having saved the batch with the extraction and action details specified, the batch can be posted. During this process each stores template will have all of the appropriate actions applied to it – note, therefore that ‘add’ actions will only add the product to the template if it is not already in existence.

Units

The units option on the *Maintenance > Purchasing > Products* menu allows the units that products will be purchased or sold in to be defined.

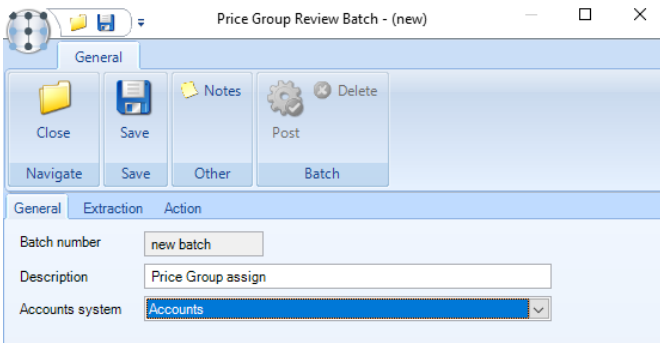


Simply enter a *Code* and *Description* for each unit.

Price Group Review

It is possible to nominate an optional *Price Group* on contract. The *Price Group Review* option available from the *Maintenance > Purchasing > Products* menu allows for the bulk review of price group assignments by creating a Price Group Review batch.

GENERAL

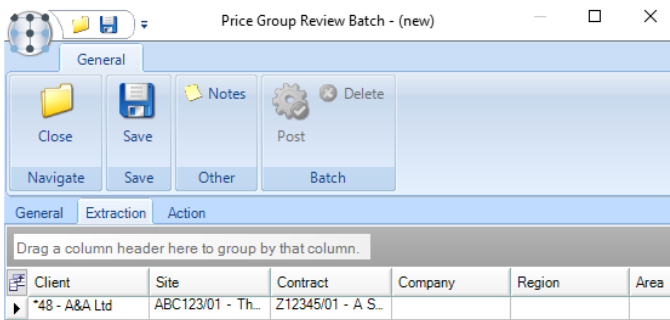


Batch number – the system will automatically generate the next batch number.

Description – enter a relevant description.

Accounts system – select the relevant *Accounts system*.

EXTRACTION

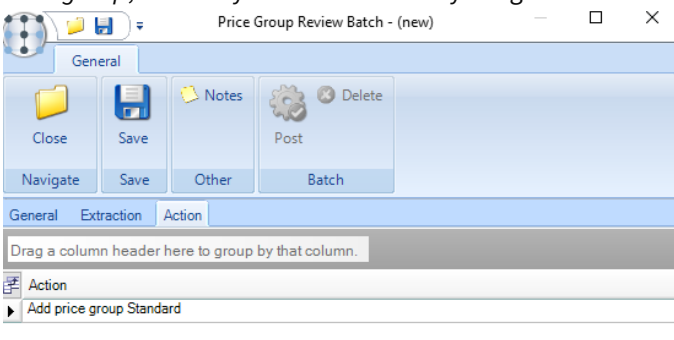


The user can extract contracts by entering one or more of the following fields:

- Client
- Site
- Contract
- Site business analysis

ACTION

The only actions available for *Price Group Review* is *Add* and *Remove*. If an *Add* action has been selected, then a price group must be entered. If a *Remove* action, then the price group is optional. Where *Remove* is specified along with the optional *Price group*, then only contracts currently assigned the selected *Price group* will be affected.



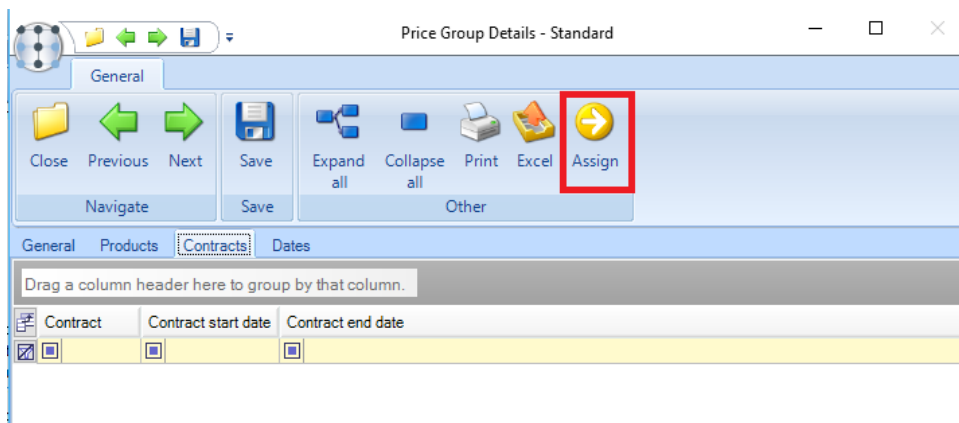
Once the above details have been entered, the user will be able to click on *Save* to generate the batch details, which will identify all contracts meeting the criteria. Once generated the user can review and optionally manually delete from the list.

If the user wishes to add more contracts to the batch, further criteria can be specified, thus requiring a re-generate of the batch.

Posting the batch will create new *Work in progress* versions of the included contracts to assign/unassign the *Price Group*. The user will then have the option to automatically send the resulting contracts to workflow for approval. The contract audit will be updated in the same way as when manually amending a contract.

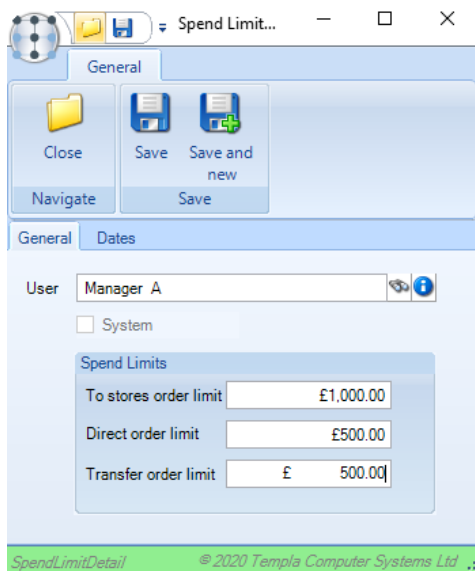
PRICE GROUP DETAILS

When viewing/amending an existing *Price Group*, the pre-existing list of current contracts has a new toolbar button for *Assign*. This allows the user to select additional contracts that the *Price Group* should be assigned to. Having selected the desired contracts, the user is directed into a pre-populated *Price Group Review* batch which they can then check and post, as required.



Spend limits

To help manage the commitment of costs to suppliers by individual users, it possible to define single purchase order *Spend limits* from the *Maintenance > Purchasing* menu.



Select the relevant *User* and tick the *System* box to set the *Spend limits* as defined on *System Control* for the user or manually enter individual spend limits for the user against each of the order types; direct, to-stores and transfer.

When entering a stores order, the relevant user or system level spend limit will be retrieved and the supplier level ex-VAT totals from the order accumulated to this level. The results of this will be shown on the *Supplier Spend* tab on the budgets section of the order screen. Where any supplier cost exceeds the purchase order spend limit, the tab and specific supplier(s) will be highlighted as an exception.

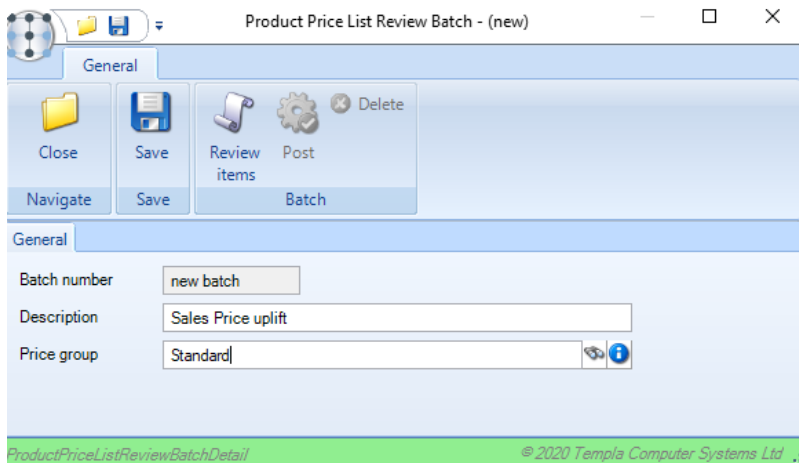
If the order is sent for approval with the above exception, an action will be sent through workflow for specific single purchase order spend limit approval or rejection.

SALES PRICE REVIEW

The *Sales Price Review* option in *TemplaCMS* can be used to update the sales price of all products on a particular price list in one go.

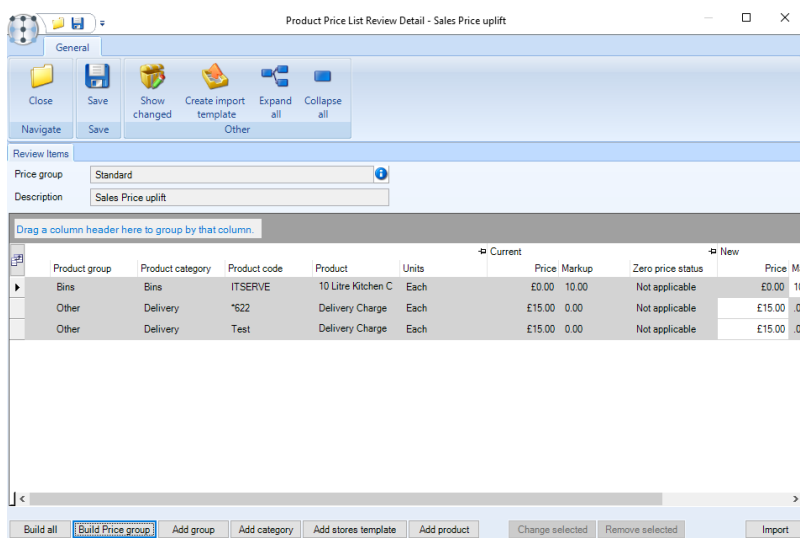
Batch Creation

From the *Maintenance > Purchasing > Price Review* menu and select the *Sales Price Review* option and click on *New* to create a batch.



Enter a *Description* and select the *Price Group* to be updated from the list.

Click on *Review Items* which will open the *Product Price List Review Detail* screen.



The following options at the bottom of the *Products Price List Review Detail* screen can be used to build the list of products that will be updated on the selected *Price Group*.

Build all – will add all products on the system to the selected *Price Group* to be updated.

Build Price group – will add only products currently appearing on the selected *Price Group*.

Add Group – can be used to add any additional *Product Groups* to the selected *Price Group*.

Add category – can be used to add any additional *Product Categories* to the selected *Price Group*.

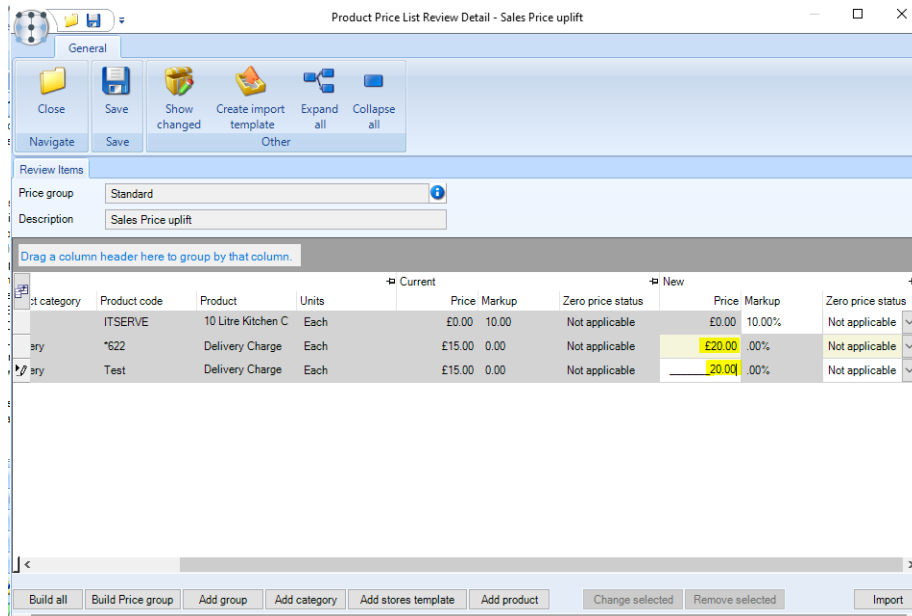
Add stores template – can be used to add any additional *Product Template* to the selected *Price Group*.

Add Product – can be used to add any additional *Products* to the selected *Price Group*.

Batch Review/Update

Once the review list has been generated the following 2 options exist to make the changes:

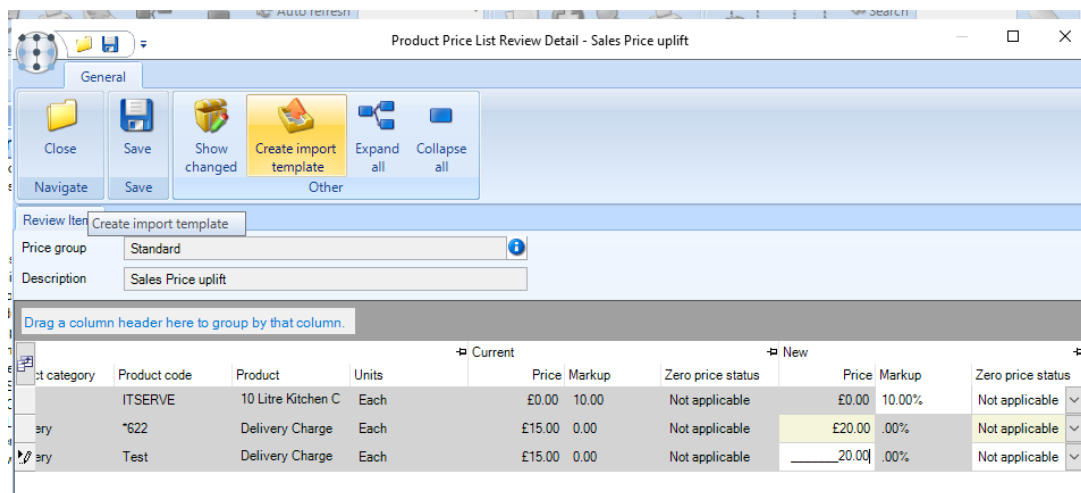
MANUAL UPLIFT



On the *Product Price List Review Detail* screen manually amend the *Markup percentage* or *Price* for each product as required.

EXPORT TO EXCEL AND IMPORT

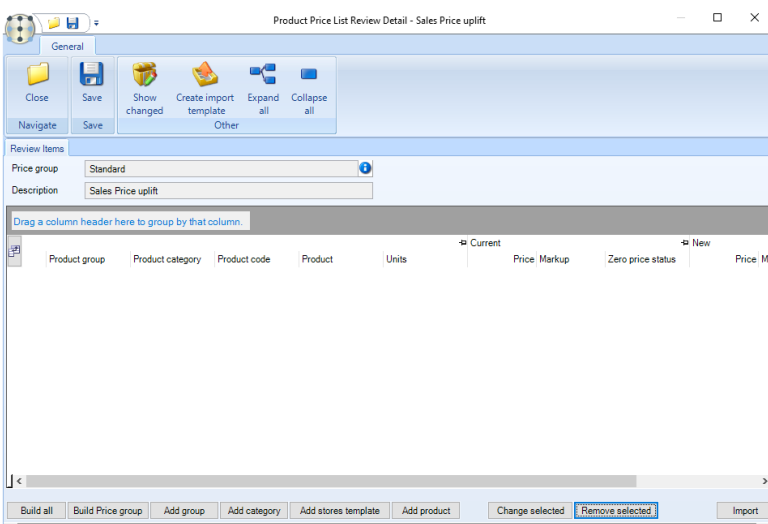
Click on the *Create import template* to export the list to MS Excel. **Do not click on Save.**



Once exported to MS Excel bulk changes can be made.

Please note care should be taken to not change the format or layout in any way.

Close the batch without saving and re-open so that the *Product Price List Review Detail* screen is blank:

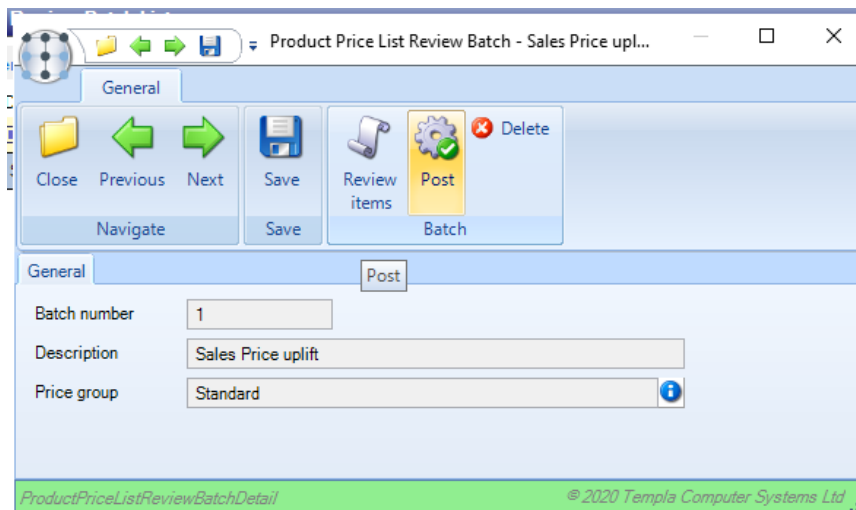


Click on the *Import* option (bottom right corner of the *Product Price List Review Detail* screen), and select the amended MS Excel template to import.

Once imported click on *Save*. Further manual adjustments can be made if required.

Batch Post

When ready the batch can be posted to apply the changes to the system:



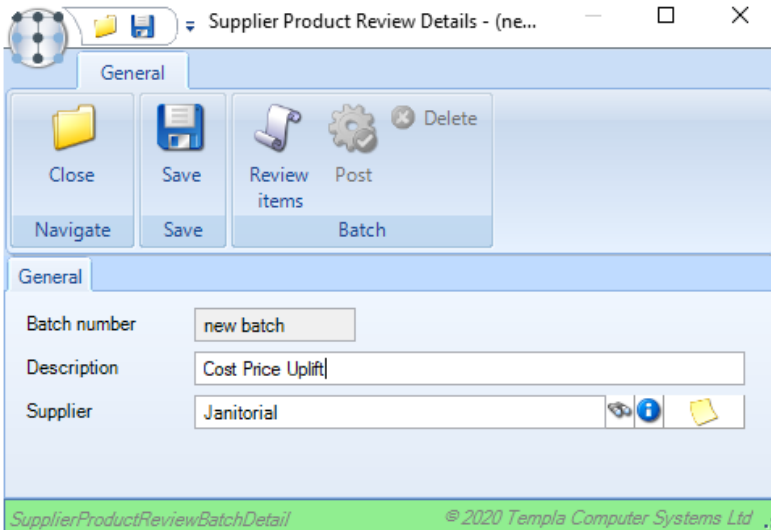
Please note the changes will take affect from the point the batch is posted so care should be taken to make sure this is posted at the right time.

COST PRICE REVIEW

The *Cost Price Review* option in *TemplaCMS* can be used to update the cost price of all products on a particular price list in one go.

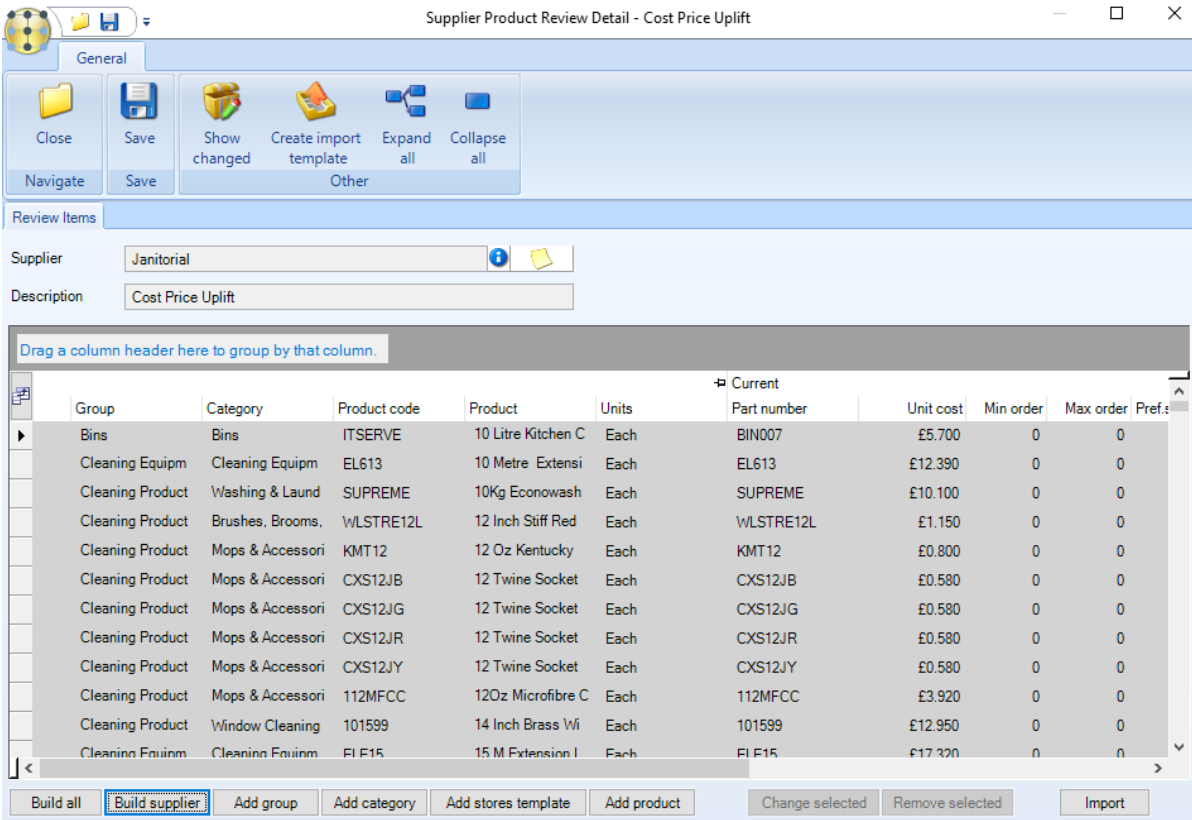
Batch Creation

From the *Maintenance > Purchasing > Price Review* menu and select the *Cost Price Review* option and click on *New* to create a batch.



Enter a *Description* and select the *Supplier* to be updated from the list.

Click on *Review Items* which will open the *Supplier Product Review Detail* screen.



The following options at the bottom of the *Supplier Product Review Detail - Cost Price Uplift* screen can be used to build the list of products that will be updated for the selected *Supplier*.

Build all – will add all products on the system to the selected *Supplier* to be updated.

Build Price supplier – will add only products currently appearing on the selected *Supplier*.

Add Group – can be used to add any additional *Product Groups* to the selected *Supplier*.

Add category – can be used to add any additional *Product Categories* to the selected *Supplier*.

Add stores template – can be used to add any additional *Product Template* to the selected *Supplier*.

Add Product – can be used to add any additional *Products* to the selected *Supplier*.

Batch Review/Update

Once the review list has been generated the change can be made and applied in the same manner as for the *Sales Price Review* option, i.e. manual or export to MS Excel.

		Current					New				
Product	Units	Part number	Unit cost	Min order	Max order	Pref. supplier?	Part number	Unit cost	Min order		
10 Litre Kitchen C	Each	BIN007	£5.700	0	0	<input checked="" type="checkbox"/>	BIN007	£6.000	0		
10 Metre Extensi	Each	EL613	£12.390	0	0	<input checked="" type="checkbox"/>	EL613	£14.000	0		
10Kg Econowash	Each	SUPREME	£10.100	0	0	<input checked="" type="checkbox"/>	SUPREME	£10.100	0		
12 Inch Stiff Red	Each	WLSTRE12L	£1.150	0	0	<input checked="" type="checkbox"/>	WLSTRE12L	£2.000	0		
12 Oz Kentucky	Each	KMT12	£0.800	0	0	<input checked="" type="checkbox"/>	KMT12	£0.800	0		
12 Twine Socket	Each	CXS12JB	£0.580	0	0	<input checked="" type="checkbox"/>	CXS12JB	£0.580	0		
12 Twine Socket	Each	CXS12JG	£0.580	0	0	<input checked="" type="checkbox"/>	CXS12JG	£0.580	0		
12 Twine Socket	Each	CXS12JR	£0.580	0	0	<input checked="" type="checkbox"/>	CXS12JR	£0.580	0		
12 Twine Socket	Each	CXS12JY	£0.580	0	0	<input checked="" type="checkbox"/>	CXS12JY	£0.580	0		
12Oz Microfibre C	Each	112MFCC	£3.920	0	0	<input checked="" type="checkbox"/>	112MFCC	£3.920	0		
14 Inch Brass Wf	Each	101599	£12.950	0	0	<input checked="" type="checkbox"/>	101599	£12.950	0		
15 M Extension l	Each	FI E15	£17.320	0	0	<input checked="" type="checkbox"/>	FI E15	£17.320	0		

Batch Post

When ready the batch can be posted to apply the changes to the system:

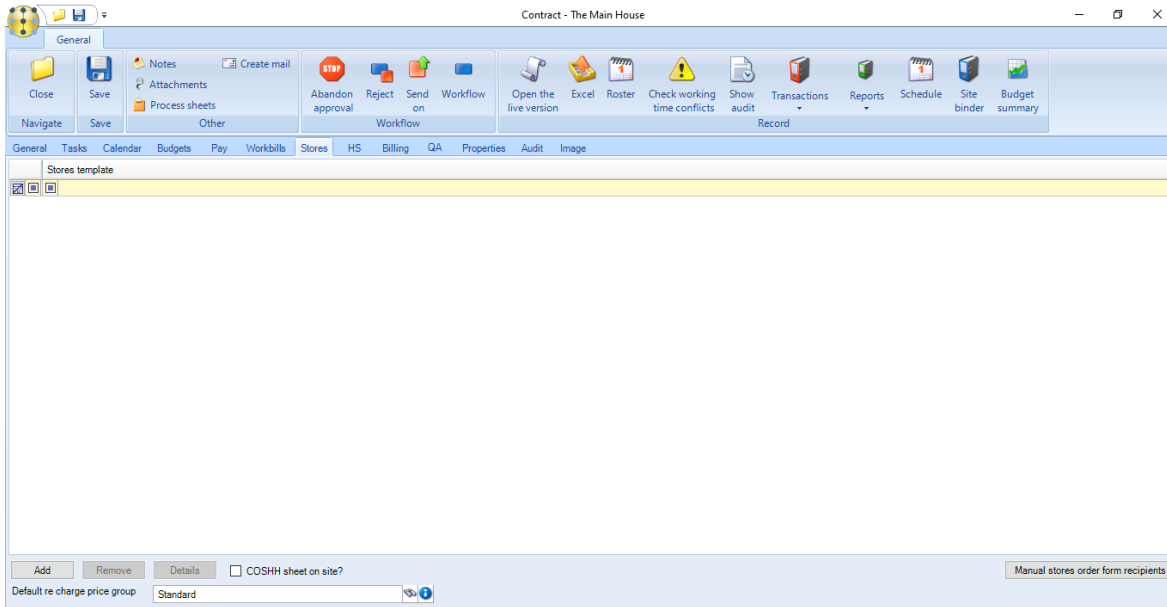
SupplierProductReviewBatchDetail 1 rows added © 2020 Templa Computer Systems Ltd.

Please note the changes will take affect from the point the batch is posted so care should be taken to make sure this is posted at the right time.

GENERAL

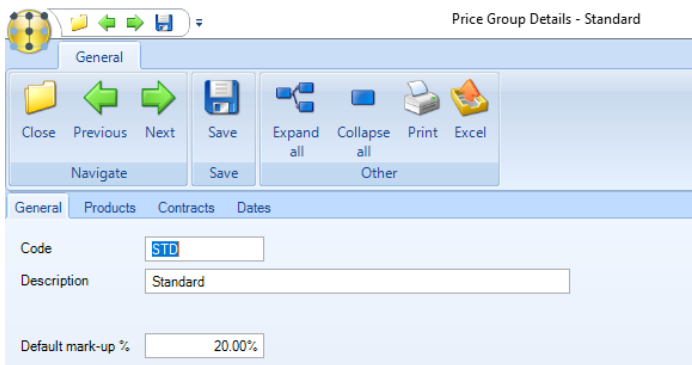
Stores Order Default Selling Prices

The use of *Price groups* in *TemplaCMS* allows a specific fixed price or mark-up percentage to be applied to specified groups of items during product setup. When creating a new stores order, recharge and consumables lines will automatically apply the rule of the price group nominated on the site contract in order to derive the selling price:



Where no specific price manipulation is set up on the price group for a product, this may result in the item being sold at cost price, which is not necessarily desirable behaviour. To prevent this from happening, there is an option to set a *default Price Group* at *System Control* level.

In addition to this, *Price Groups* include a *Default mark-up percentage*:



During stores order entry, recharge or consumable items will have their selling price determined from the first valid entry in the following sequence of the below sources:

- Specific price group – product level mark-up percentage or fixed price
- Specific price group – default mark-up percentage
- Default price group – product level mark-up percentage or fixed price
- Default price group – default mark-up percentage

Stores Orders - Change Price Security

At the time of placing a stores order, a user can amend/override the 'Price group', 'Zero price' and the 'Unit price' fields:

To prevent a user from being able to amend these fields, the 'Stores order - change price' function would need to be removed from the function groups/user roles assigned to them.

Mandatory PO Reference

BACKGROUND

A contract billing line for stores order recharge billing can currently be identified as requiring the entry of a PO reference on the stores order.

ACCOUNTS DATASOURCE

To force a user to enter a PO Reference on stores orders the *Mandatory PO ref?* checkbox on the Stores tab of the relevant Accounts datasource should be ticked.

STORES ORDER RE-CHARGE BILLING LINES

Where the above option has been ticked the *Mandatory PO ref* checkbox will be automatically ticked on all new billing lines that are flagged for *Use for stores order recharge*:

The screenshot shows a 'Billing line' configuration form. At the top, there is a tab labeled 'Billing line'. Below it, the 'Effective' date is set to '01/01/2017' and the 'to' date is '(not set)'. A checkbox labeled 'Use for stores order re-charge?' is checked. The 'Split by' options are radio buttons: 'None' (selected), 'Month', 'Client PO ref', 'Delivery', and 'Month and client PO ref'. There are two empty text input fields labeled 'Inv site heading' and 'Inv text'. Below these, there is a 'Frequency' dropdown menu and an unchecked checkbox for 'Immediate recharge?'. The 'Revenue type' field is empty with a lock icon. The 'VAT' dropdown is set to '1 (20%)'. The 'Invoice run' dropdown is set to 'Run 1'. The 'Client PO ref' field is empty, and the 'Mandatory PO ref?' checkbox is checked and highlighted with a red box.

STORES ORDERS

Any new *Stores Orders* created after the above *Mandatory PO Ref* field has been ticked on the contract's *Stores Order* billing line, will force the user to enter a *PO reference* on the *Stores Order*, if there are any products selected that have a *Rechargeable* purchase type.

CONTRACTS

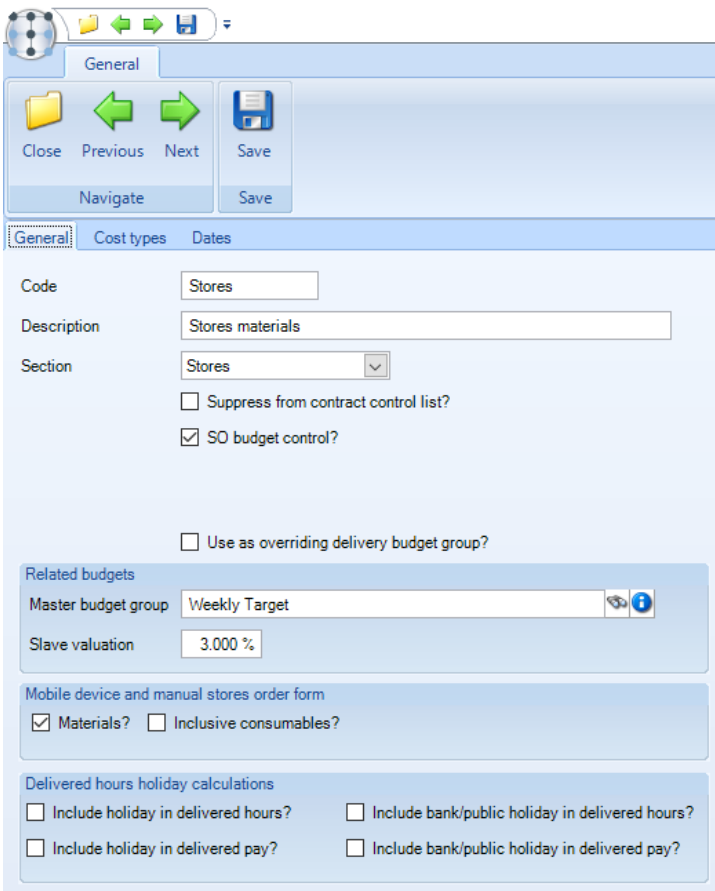
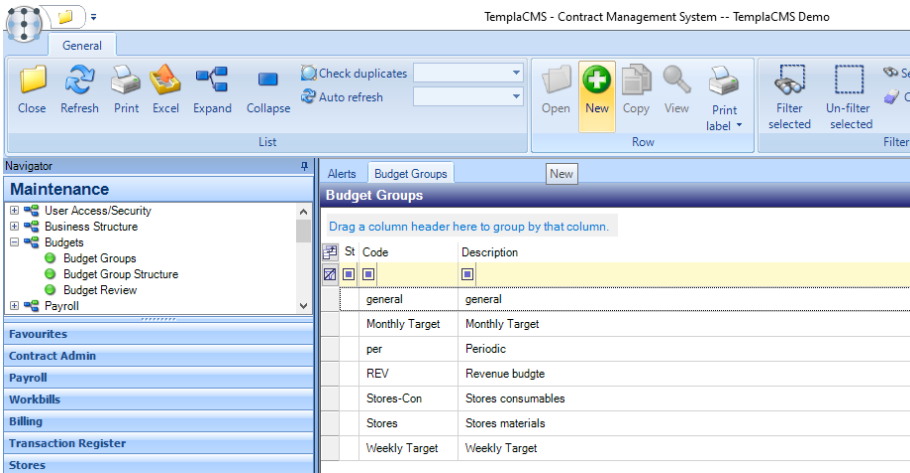
Stores Order Budgets

With the extended functionality available in stores orders to order non-stock and ad-hoc products, as well as the different classification of the same product for different purposes the budget control allow real-time control of all stores order related budgets, for example:

- Materials
- Contract Start-up Budget
- Equipment - initial purchase
- Equipment R&R - provision through the year

BUDGET GROUPS

A new budget group can be created from the *Maintenance > Budgets > Budget Groups* menu by clicking *New*.



The *Section* has to be set to *Stores* and once selected the checkbox for *SO budget control?* become available.

The *SO budget control?* option defines which budget groups should be visible during stores order entry, but not the purchase type to which they relate as *the relationship between stores order lines and the budget group will be derived based on the cost types assigned to the budget group*. As such, a new cost type would likely need to be created (for inclusion on a new budget group) for every new purchase type that is defined to the system.

COST TYPES

Each budget group should be associated with the relevant cost/purchase types that should be recorded against it.

CONTRACT BUDGETS

With the association of budget groups with a flexible purchase type, it is possible to define any number of stores budget groups on a contract, applying the slave percentage if necessary.

STORES ORDER ENTRY

The purchase types will default from the stores templates.

The budget section of the stores order can include as many budgets as needed based on the purchase types that are associated with the budget groups.

Group	Budget	Spend	Pending	This	Total	Available	Description	Group
Sub Contracted	500.00	0.00	0.00	200.00	200.00	300.00	Monthly	Sub Contracted
	1,500.00	0.00	0.00	200.00	200.00	1,300.00	Rolling quarter	Sub Contracted
	6,000.00	0.00	0.00	200.00	200.00	5,800.00	Rolling year	Sub Contracted

The left-hand grid displays a list of all budget groups meeting the following criteria

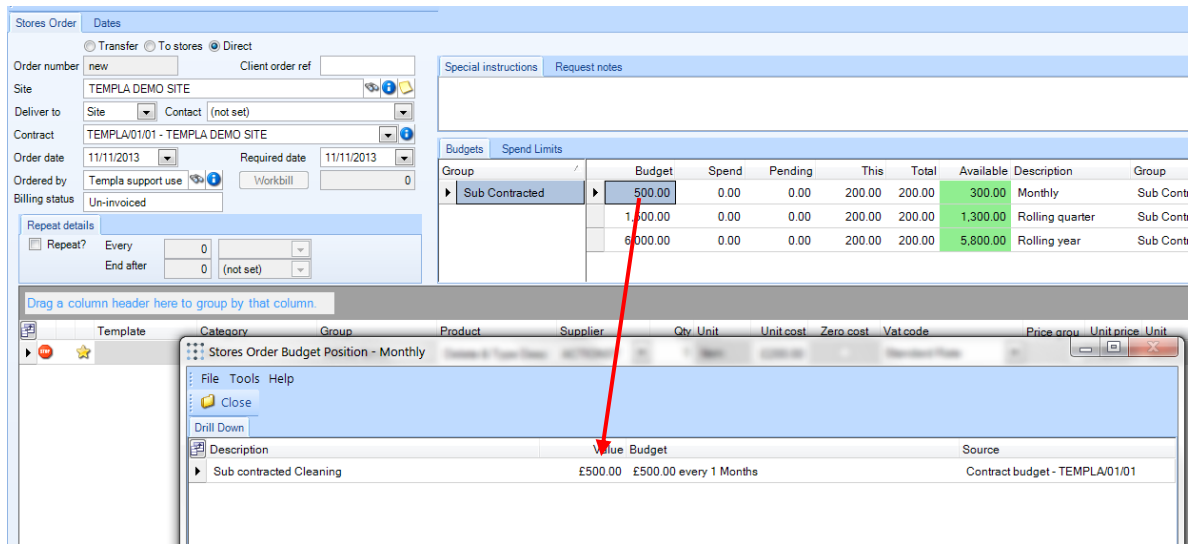
1. The budget group is flagged for *SO budget control?*
2. A contract budget exists for the budget group, effective on the required date of the order
3. The derived cost type of at least one order line (based on purchase type and product group/category) is within the budget group

Any budget group that is exceeded (at any defined frequency on system control) will be highlighted. Furthermore, if any budget groups are highlighted an additional row is shown at the top of the left-hand grid for *all overs*:

Group	Budget	Spend	Pending	This	Total	Available	Description	Group
all overs	500.00	0.00	0.00	200,000.00	200.00	-199,500.00	Monthly	Sub Contracted
Sub Contracted	1,500.00	0.00	0.00	200,000.00	200.00	-198,500.00	Rolling quarter	Sub Contracted
	6,000.00	0.00	0.00	200,000.00	200.00	-194,000.00	Rolling year	Sub Contracted

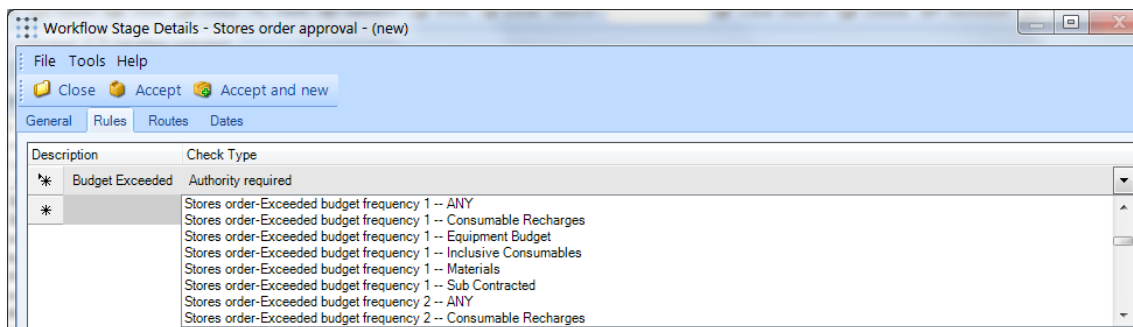
The user may select any of the budget groups in the left-hand grid, in order to populate the right-hand grid with the budget frequency details (i.e. as per the current budgets). If the *all overs* row is selected, the right-hand grid will be populated with details of only those frequencies that are over budget, across all budget groups, as shown in the above example.

Where investigation is required into how the actual costs have been determined, further drilldown on a budget group row will display the actual stores order lines included.



STORES ORDER WORKFLOW

For approval purposes, different budget groups may require different workflow requirements, e.g. if relating to materials or consumables the Ops Directors may need to approve it, whereas if relating to office stationery or repairs the Finance Department may need to approve it. To address this requirement, the 'rule' details within a workflow stage allows the optional definition of the budget group to which it relates.



In this way, the stores order approval workflow path could be extended to have multiple stages (one for each budget control level). On each stage the rules used (e.g. 'over budget') would be qualified with the budget group. As a stores order progresses through workflow, it will only be checked against relevant rules based on the budgets exceeded. In this way a stores order that contained a mix of budget groups and exceeded budget for two of them would require specific signoff by two different managers.

STORES ORDER BUDGET CONTROL AT MANAGER LEVEL

On larger sites, a standard 3% materials budget that is used is normally more than sufficient to cover the required spend, whilst on smaller sites it is often insufficient. As each manager may have a combination of large and small sites under their responsibility, the overall budget position within their sites may be acceptable, even though the smaller sites are over budget.

As workflow rules are used to prevent budgets from being exceeded, the effect can be that managers require specific authorisation for orders on small sites when they actually have sufficient budget within their sites as a whole.

It is possible to control budgets at a business analysis level for example *Contract Manager*. To achieve this the *Budget management level* on *System Control > Stores* should be set:

System Control - Stores

General

Close Save

Navigate

Stores Repeating orders Purchase types

Budgetary control frequencies

Budget year end date 31/03/2018

Count	Basis	Description	Mobile device and stores order form
1	Weekly	Rolling week	<input checked="" type="checkbox"/>
2	Monthly	Rolling month	<input type="checkbox"/>
3	Monthly	Fixed quarter	<input type="checkbox"/>
4	Monthly	Rolling quarter	<input type="checkbox"/>
5	Yearly	Fixed year	<input type="checkbox"/>

Budget management level Contract

The available options are:

- *Contract*, i.e. contract level budgets
- *A selected business analysis level*, e.g. operations manager, contract manager, etc.

During Stores Order entry where the *Budget management level* is set to a specific business analysis (BA) level rather than to contract (i.e. the current processing), the figures displayed here will represent the sum of budgets and spend across all contracts where the nominated BA level matches that of the site for which the order is being created. In this way, individual contracts will continue to have discrete budgets, but the manager will be free to spread the spend against these budgets across his/her sites as is deemed necessary.

To easily justify both budget and spend figures where they are summed across contracts, the 'drill-down' function mentioned above can be used.

Stores order approval workflow paths can be defined with rules that check for the order exceeding any one of the five monitored frequencies, thus requiring specific approval where a budget is exceeded. As with stores order entry, this budget checking takes into account the defined *Budget management level*.

Billing

Inclusive materials are normally included in a contracted DOC billing line. Inclusive consumables will most likely be a separate contracted billing line.

Ad-hoc purchases must have a separate billing line defined to determine how the invoice is to be handled. In order to bill these, an additional billing line must be added and the option to *Use for stores order recharge?* need to be ticked. This will then enable the user to choose if this should be billed immediately or using an invoice frequency.

Contract Billing Line - The Guest House

General

Close Previous Next Accept Accept and new Save

Navigate

Billing line

Effective 01/06/2008 to (not set) Use for stores order re-charge?

Spilt by None Month Client PO ref Delivery Month and client PO ref

Inv site heading
Consumables Invoice for &SN

Inv text
&PC &PN &DD

Immediate recharge?

Revenue type Deep Clean

Rebate %

VAT 1 (20%)

Invoice run Stores Billing

Client PO ref Mandatory PO ref?

Groups

Consolidation

Consolidation seq 0

Summary invoice

Document delivery

Address to Client

ABC Ltd

Dates

Last invoice (not set)

Next invoice 27/05/2020

Where product re-charges are delivered over several months and delivery confirmation or supplier invoicing has been delayed, the option to raise separate historical monthly invoices is required.

The above *Split by* options on billing lines used for recharges performs the document separation during the billing run.

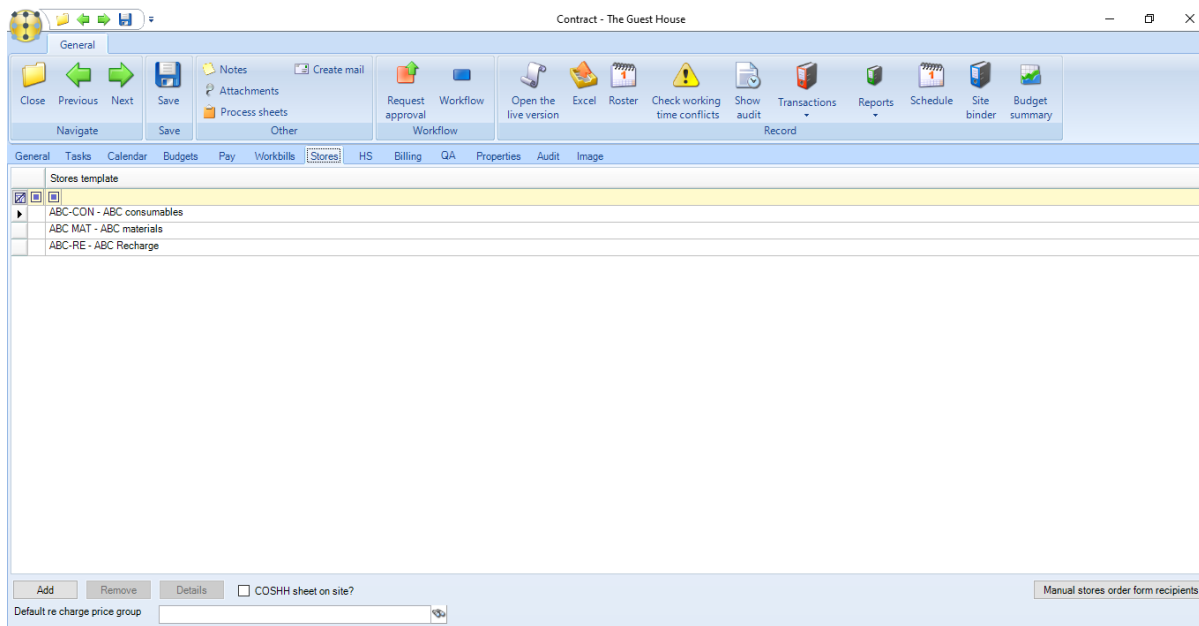
If ticked, the *Mandatory PO ref?* checkbox will cause an exception on any stores order that goes through workflow (if set up) if no PO ref has been entered on the order header. The stores order can't be sent on or approved if the client PO ref has not been entered in this case. Alternatively, the stores order workflow item can be set to rejected, requiring the stores order to be resubmitted for workflow approval.

The rest of the invoice line can be entered as normal (groupings, document delivery, etc).

Stores Tab

The Stores tab will control what can be ordered on the contract via the assignment of stores templates.

A new template can be assigned by clicking on *Add*. The user can drill down into the template and view the details but not change them.



There is a tick box at the bottom to indicate if there is a *COSHH* sheet on the site. The actual *COSHH sheet* can be attached to the specific products by using the attachment option from which this can be e-mailed or printed out if required.

The default price group for the billing of ad-hoc purchases can be selected depending on the price groups that have been set up on the system.

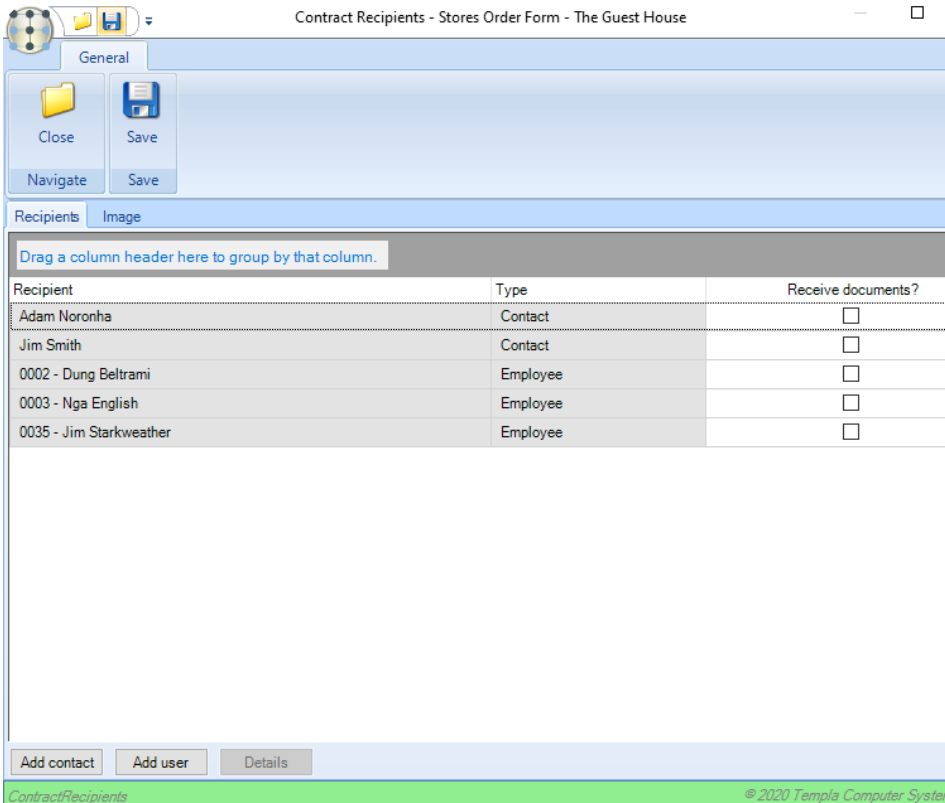
Stores Order Forms

Many companies use business analyses to identify their management structure and the headings/codes used to identify staff/users.

Users can be optionally associated with business analysis codes and this feature is available to use for manual *Stores Order forms*.

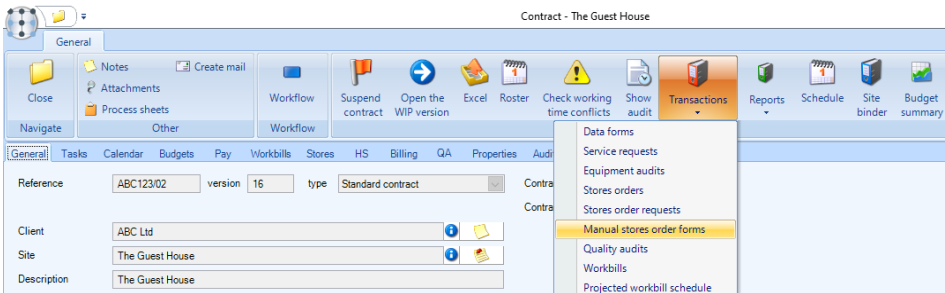
It is possible to print and e-mail stores order forms to specified employees and users connected to a contract. A form is produced containing company information and all products on stores templates currently assigned to the site/contract.

The contract *Stores* tab includes a section for 'Manual stores order form recipients'. Payroll employees appear in this list and will receive the form if the corresponding check box is ticked:



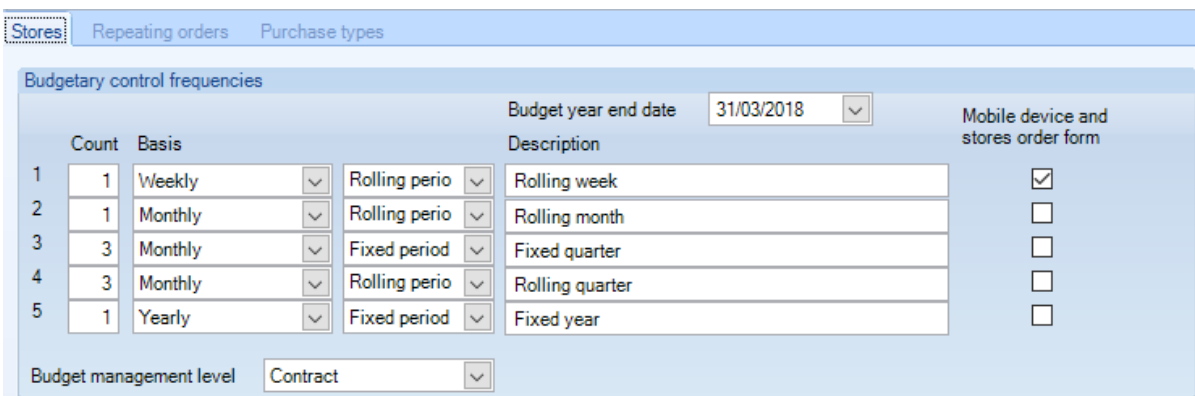
Where a user has been assigned to a business analysis code in use on a site, they can also be selected as the recipient of a stores order form.

There is also an option available on the contract *Transactions* for *Manual stores order forms* which shows a history of form distribution for the particular contract. Doing so also allows the generation of new stores order forms so long as a user or employee has been selected as a recipient.



Where an e-mail address exists for an employee in payroll, or on the user record in *TemplaCMS*, the stores order form will be e-mailed. Otherwise, the stores order form will be printed. A stores order form is produced with company, site and product information when the Print/Email button is pressed.

Besides, budget information is printed depending on one budget control frequency being specified for use on the *Stores* tab in *System Control*:



STORES

Stores Orders

Stores orders can be accessed from the Stores > Stores Orders menu option. This is in effect an 'Outstanding Orders' book and will display a list of all the stores orders on the system. The filter options allow for selective display.

St	Sp	R	Type	Order n	Status	Supplier order	Site code	Site name	Ordered	Required	Client order re	Cost	Re-charge	Ente
			Tran	14	SO06 - Awaiting delive		XYZ987/	Shop 1	17/06/2020	17/06/2020		£0.58	£0.70	Ter
			Dire	13	SO08 - Delivered		ABC123/	The Guest House	29/05/2020	29/05/2020		£5.70	£6.27	Ter
			Dire	11	SO19 - New import		XYZ987/	Shop 1	16/04/2020	17/04/2020	123	£63.07	£75.12	Ter
			Tran	10	SO04 - Approved		XYZ987/	Shop 1	15/05/2020	15/05/2020		£0.58	£0.70	Ter
			To st	9	SO08 - Delivered		W/H	WAREHOUSE	07/05/2020	07/05/2020		£5.80	£0.00	Ter
			Dire	8	SO10 - Completed		XYZ987/	Shop 1	06/05/2020	06/05/2020		£0.80	£0.96	Ter
			Dire	7	SO08 - Delivered		XYZ987/	Shop 1	16/04/2020	16/04/2020		£118.20	£141.85	Ter
			Dire	6	SO07 - Part delivered		XYZ987/	Shop 1	15/04/2020	15/04/2020		£2.30	£2.76	Ter

It can be helpful to group the stores orders by 'Type' so that it is easier to differentiate between the three different types of orders:

Type	Cost	Re-charge
Type : Direct (10 items)	£495.94	£592.36
Type : To stores (1 item)	£5.80	£0.00
Type : Transfer (2 items)	£1.16	£1.40

CREATING NEW STORES ORDERS

To raise a new store order, from the stores order list click on *New*:

This will then display the 'Stores Order Details' screen as below:

Order type – when the type of order is selected, the screen will enable the fields that are required and provide default values where relevant:

- **To Stores** - the site and contract will default to that defined in System Control against the *Internal Stores* site.
- **Direct** - the site and contract will require entry by the user.
- **Transfer** - the site and contract will require entry by the user, as well as the *Transfer Site*, i.e. warehouse, from which the products must be delivered.

Order number – this will show as *New* until the order is committed to the system after which an order number will automatically be generated.

Client order ref – enter a client order ref if required.

Site – select the site that the order will be placed against.

Deliver to – the options are *Site* or *Contact*.

Contact – if the *Deliver to* option is set to *Contact* the user will be able to select a specific site contact to receive the order.

Order date – this will default to today's date but can be changed if needed.

Required date – this will default to today's date but can be changed if needed.

Ordered by – it is possible to enter who requested the order (each order will automatically record the user who entered it). Where consumable sales are being sold on a commission basis, this could be used to record the salesman. This field can also be used to extract statistics at this level with the *Stores Analyser*.

Supplier order ref – enter a supplier order reference if required.

Assign – this will default to *N/A* but it is possible to select *Workbill* which will allow the user to associate the order with a specific workbill.

Special instructions – this allows for the definition of driver delivery notes. When entered, the notes default into stores order special instructions and print on the delivery notes.

Request notes – if notes are entered here the tab will be automatically highlighted in order to draw attention to the request. These notes are for internal use only and as such will not be communicated on any documentation or via the e-ordering interface. Request notes have also been incorporated into *workflow* by the use of a check type for workflow path rules of *Stores order-Request notes exist*. Where this check type is used on a stores order path, any stores order containing a request note can be routed via workflow.

Repeat details – allows for the setup of repeat orders. Please see the section on *repeat orders* for further details.

Acknowledgement contact – when selected the contact will receive an acknowledgement when the order is placed.

ADDING PRODUCTS TO STORES ORDERS

Products can be added via the following options:

Build from contract – checks the stores templates assigned to the contract and retrieve the relevant products to the stores order.

Add from templates – this allows the user to select any defined stores template and retrieve the products from it to the stores order (this will include templates not assigned to the specific contract).

Add products - this provides access to the full product list.

Products pulled in using the *Build from contract* or *Add from templates* will have their *purchase type* retrieved to the order line, i.e. *materials* or *consumables*. If products are pulled in individually, the *purchase type* will default to *ad-hoc purchases*. Any product on the order can have its purchase type changed just for that order if needed.

The *Remove selected products* and *Remove ZERO products* options can be used to clear unwanted products on the order. Once the products have been added, the quantities can be entered and some of the other options (for example supplier, unit price etc) can be changed.

Product	Supplier	Qty	Unit	Unit cost	Zero cost	Vat code	Price group	Unit price	Unit	Cost	Price	Margin	Part no
10 Litre Kitchen Caddy Bin	Janitorial	2	Each	£5.700		1 (20%)	Standa	£6.27	Each	£11.40	£12.54	9.09%	BIN00
10 Metre Extension Lead Orange	Janitorial	4	Each	£12.390		1 (20%)	Standa	£14.87	Each	£49.56	£59.48	16.68%	EL613
10Kg Econowash Non Bio Washing Powder	Janitorial	1	Each	£10.100		1 (20%)	Standa	£12.12	Each	£10.10	£12.12	16.67%	SUPR
										£71.06	£84.14		

REPEATING STORES ORDERS

If the same site orders identical products regularly, it is possible to create a Repeat Order to save raising a new one each period. This is done by entering the repeat details from the Repeat details button on the stores order, as below:

Stores Order Details - New

General

Close Save Save and new Attachments Process sheets Other Request approval Workflow Expand all Collapse all Record Credit control

Stores Order Dates

Transfer To stores Direct Billing status

Order number new Client order ref

Site The Guest House

Deliver to Site Contact (not set)

Contract ABC123/02 - The Guest House

Order date 28/06/2020 Required date 28/06/2020

Ordered by Support Templa-C Supplier order ref

Assign N/A

Special instructions Request notes Repeat details

Repeat details

Repeat? Every 0 Months

End after 0 (not set)

Revised from (not set)

OK Cancel

Tick the Repeat? Box and then set the frequency and duration:

The frequency is set by choosing a duration and repeat value or end date. For example, if the order was set as shown above would repeat every month until 1 March 2021.

When the next order is due, it will automatically be created on a new tab within the *Order Details* window, and can be processed as usual by clicking on the corresponding date.

Date	Item
01/04/2012	Template
01/05/2012	Mops
01/06/2012	Soap
01/07/2012	Toilet Rolls

The order will be marked as repeating in the Stores Orders list, as shown below:

Type	St	Sp	Repeating?	Order n	Status	Supplier order	Site code	Site name	Ordered	Required	Client order re	Cost	Re-charge
Type: Direct (11 items)													
			repeating	15	SO01 - New		ABC123/	The Guest House	28/06/2020	28/06/2020		£567.00	£676.£
				13	SO08 - Delivered		ABC123/	The Guest House	29/05/2020	29/05/2020		£71.06	£84.7
				11	SO19 - New import		XYZ987/	Shop 1	16/04/2020	17/04/2020	123	£5.70	£6.2
												£63.07	£75.7

usual documents can be creating for repeating orders – the document will show that the order repeats:

Order no: 3372/1 **Purchase Order** Order date: 01/04/2012 Required date: 04/04/2012

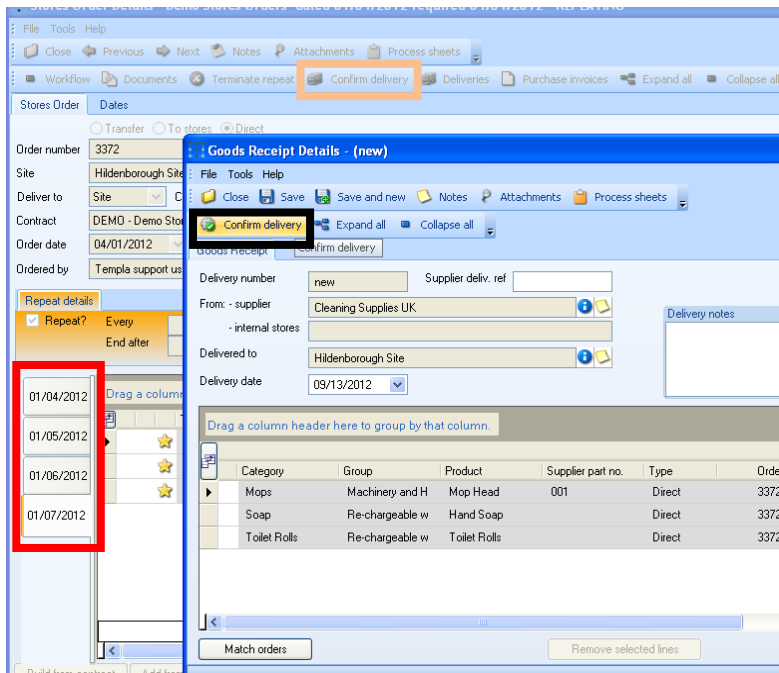
Delivery address:
Hildenborough Site
Mount Pleasant
TN11 9JG

Client order ref:
Ordered by: Templa support user
Site contact:

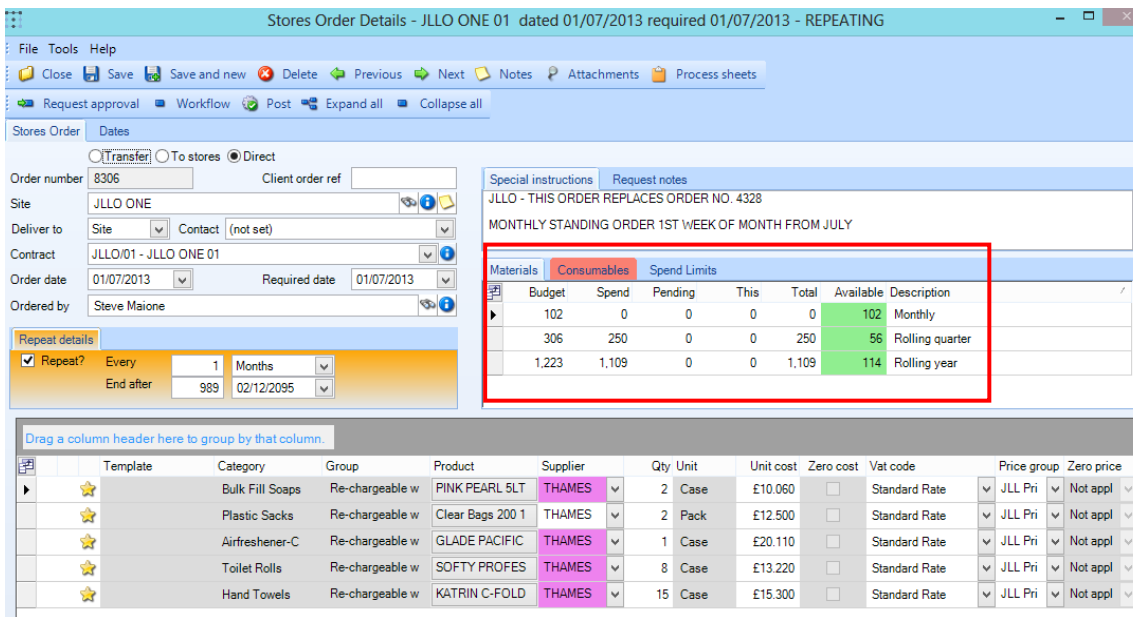
Repeating order

12 x 1 Month(s) orders
commencing 4/4/2012 ending
4/2/2013

Delivery is confirmed as normal after choosing the corresponding date tab:



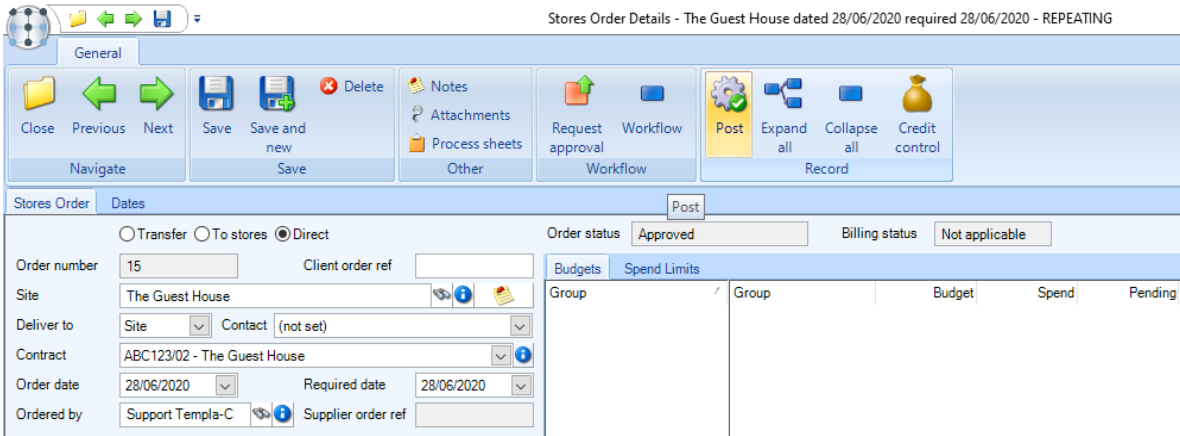
Budget details will be displayed for *Transfer* and *Direct* orders only, as these types send products to the customer.



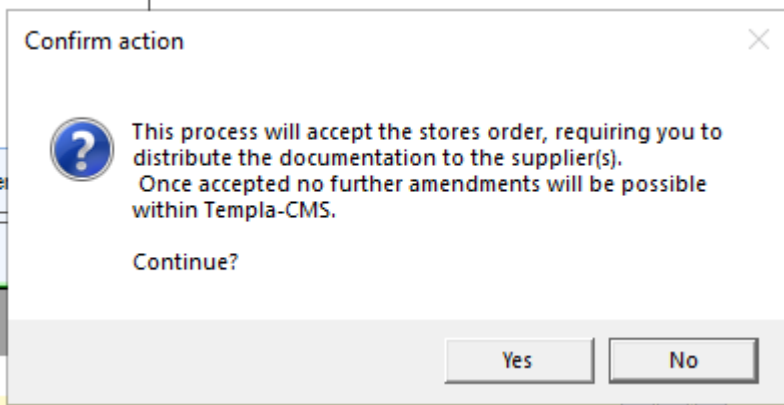
STORES ORDERS APPROVAL

All orders should be sent to workflow for approval, this will 'post' the order and commit it to the system which allows the supplier and other documents to be generated.

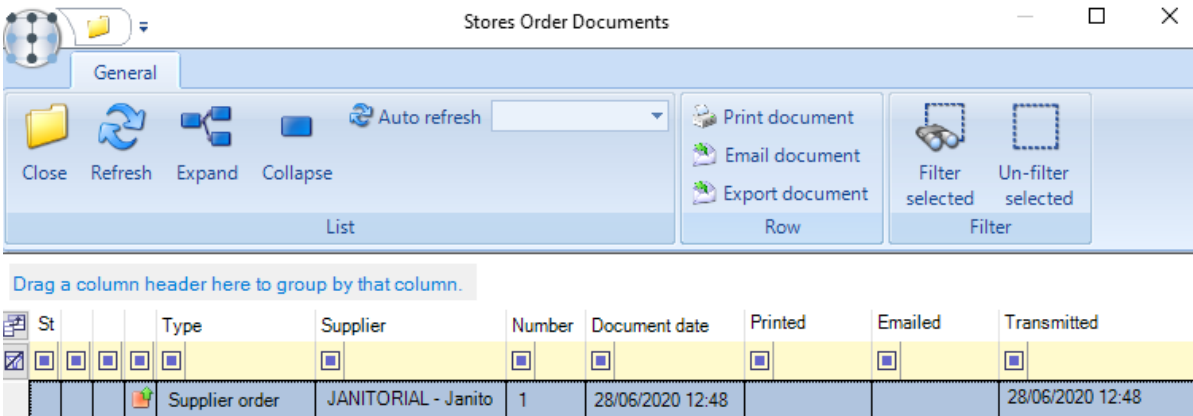
Where no order approval workflow is required orders can be manually posted to the system via clicking on the *Post* button:



All orders need to be posted, as it is this process that commits the order and generates the documents for the supplier.



Clicking on *Yes* will launch the *Stores Order Documents* screen from where the relevant documents can be printed or e-mailed. For *Direct* and *To-Stores* orders, the order document can be generated. For *Transfer* orders, the picking list can be generated.



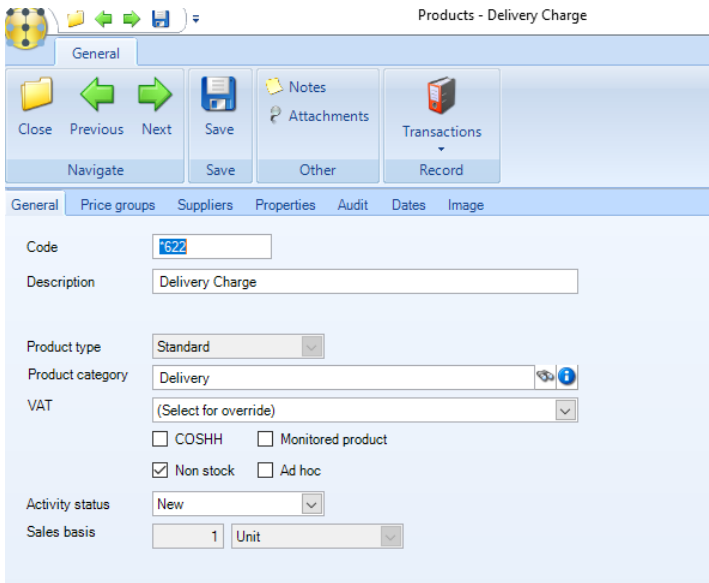
The status of the order can be one of the following, depending on how far it has been processed

- New
- Pending approval
- Approved
- Rejected
- Awaiting pick (Transfer orders only)
- Awaiting delivery
- Part delivered
- Part invoiced
- Completed

Non-stock & ad-hoc purchases

Stores order processing can be used to handle all purchases, i.e. not just site or warehouse delivered cleaning products but also internal consumables and services, for example stationary, vehicle repairs etc.

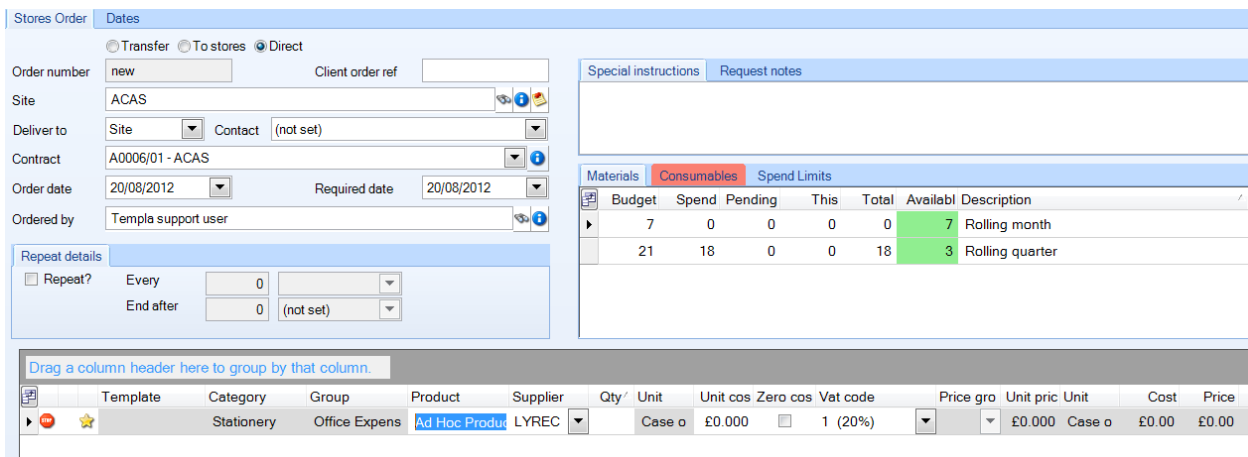
Products have checkboxes to denote their *Non stock* or *Ad hoc* status. An *Ad hoc* product will also be considered as *Non stock*. *Non stock* and *Ad hoc* products can be used on any type of order:



Non stock products allow the full use of the product database for standard description, costs and prices, as well as full use of stores ordering processing. These could be used for frequent orders for consumables or services for example stationary, vehicle repairs, etc. When placing an order for a *Non stock* product, the description can be overridden on the order line for example 'stationary' can be changed to 'notepads'.

When present on *To stores* or *Transfer* orders, *Non stock* products will be ignored from any stock control transactions.

An *Ad hoc* product also allows the full use of stores order processing, however, *Ad hoc* descriptions and specific costs and prices all have to be defined on the order line. These could be used for infrequent orders for consumables or services, for example purchase of a new car. When an *Ad hoc* product used on an order the *Product* field is replaced with a text entry box where the user can enter details.



VAT processing

Vat codes are held at order line level and are retrieved from the respective order line product's supplier. This can be overridden for use in cases where a different VAT code applies to the products or services being delivered:

Template	Category	Group	Product	Supplier	Qty/ Unit	Unit cos	Zero cos	Vat code
	Stationery	Office Expens	Ad Hoc Produ	LYREC	Case o	£0.000	<input type="checkbox"/>	1 (20%)
Drag a column header here to group by that column.								
1 (20%) 2 (5%) 3 (17.5%) 4 (0%) 5 (0%) 6 (0%) 7 (0%)								

Goods Receipts

For *To Stores* orders, the goods have to be 'booked in' to the warehouse to confirm the items have been delivered. This can be done via the following methods:

- Confirm receipt button on the stores order list, when pressed this will open the *Confirm receipt details* screen for the selected orders.
- Confirm receipt button within the stores order, when pressed this will open the *Confirm receipt details* screen for the selected orders.
- Goods Receipt option on the Stores menu which will allow users to enter *Goods receipt details* and associate it with the relevant order.

St	Sp	Repeating?	Order n	Status	Supplier order	Site code	Site name	Ordered	Required	Client order re	Cost	Re-charge	
Type : Direct (11 items)												£567.00	£676.5
Type : To stores (2 items)												£18.41	£0.0
			16	SO06 - Awaiting delive		WIH	WAREHOUSE	28/06/2020	28/06/2020		£12.61	£0.0	
			9	SO08 - Delivered		WIH	WAREHOUSE	07/05/2020	07/05/2020		£5.80	£0.0	
Type : Transfer (2 items)												£1.16	£1.4

Enter the following *Goods receipt* details:

Product	Supplier part no.	Type	Order Purchase t	Ordered Unit	Delivered (total)	Quantity Unit cost	Os	This delivery	Remaining	Delivery total cost	Remove remainder?	Comment
10 Litre Kitchen C	BIND07	To stores	16	Materials	1	Each	£5.700	1	1	0	£5.700	
12 Inch Stiff Red	WLSTRE12L	To stores	16	Materials	5	Each	£1.150	5	5	0	£5.750	
12 Twine Socket	CXS12/G	To stores	16	Materials	2	Each	£0.580	2	2	0	£1.160	
										£7.430		
										£12.610		

Delivery number – this will automatically be generated by the system.

Supplier deliv. ref – it is important to enter the *Supplier deliv. ref* as this relates to their delivery note number and will be useful when matching supplier invoices back to their deliveries.

The *From supplier*, *internal stores* and *Delivered to* options will be defaulted in based on the order.

Delivery date – this will default to today's date but can be changed if required.

This delivery – the quantities received will be defaulted from the outstanding order value, but the field allows for override in case of short-delivery.

Remove remainder – this default from the *System Control > Stores* setting, but can also allow override if needed. Leaving it unchecked will place the order on *Part Delivered* status, i.e. a back order. If this is a *Transfer* order type, the system will automatically generate a second picking list ready for printing, once the stock position has been resolved in the warehouse.

Comment – any additional notes in regards to the products received can be entered here.

Selecting the *Confirm Delivery* option will post the goods receipt which will then be available for viewing via the 'Deliveries' option on the order.

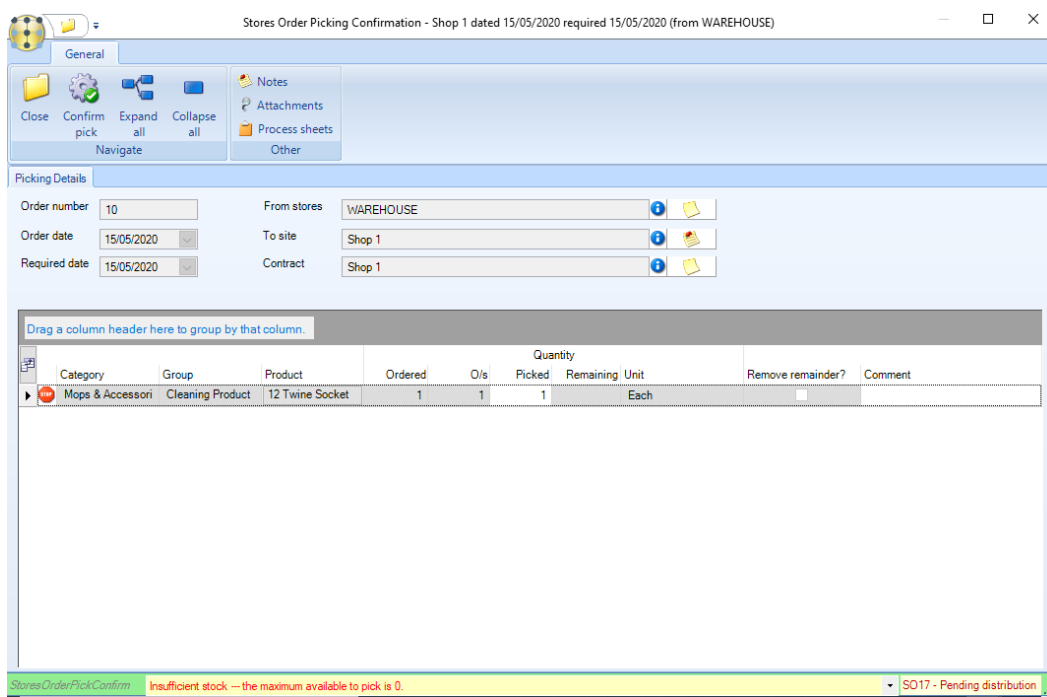
Category	Group	Product	Supplier part no.	Type	Order Purchase t	Ordered Unit	Delivered (total)	Quantity	Unit cost
Bins	Bins	10 Litre Kitchen C	BIN007	To stores	16 Materials	1 Each			£5,700
Brushes, Brooms,	Cleaning Product	12 Inch Stiff Red	WLSTRE12L	To stores	16 Materials	5 Each			£1,150
Mops & Accessori	Cleaning Product	12 Twine Socket	CXS12JG	To stores	16 Materials	2 Each			£0,580

Confirm Pick

For *Transfer* orders, the goods have to be '*picked*' from the warehouse and can be confirmed as such by using the *Picking* option on the order list or from within in the order:

Type	St	Sp	Repeating?	Order n	Status	Supplier order	Site code	Site name	Ordered	Required Client order
Transfer				14	SO06 - Awaiting delive	XY23877	Shop 1		17/06/2020	17/06/2020
Transfer				10	SO17 - Pending distrib	XY23877	Shop 1		15/05/2020	15/05/2020

Selecting the *Picking* option will open the *Picking Confirmation* screen which operates similarly to goods receipts in that quantities can be changed and remainders removed or left

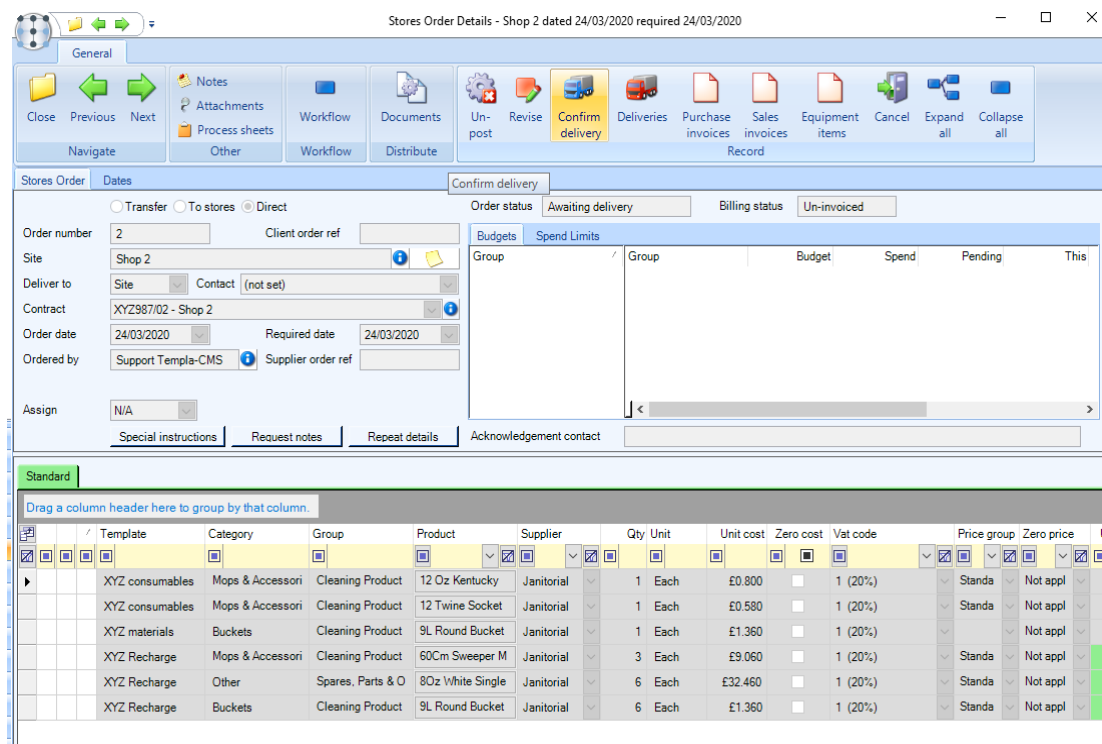


The user will be warned if there is insufficient stock for the item that they are trying to pick and they wont be able to *Confirm pick* before the insufficient stock levels are resolved.

When the *Confirm Pick* option is chosen for products where there are sufficient stock, the *Stores Order Documents* screen will be launched to generate the delivery note.

Confirm Delivery

For *Transfer* orders, and potentially *Direct* orders where notification can be obtained from the customer, the goods have to be confirmed as received by the customer. This can be confirmed by going into the originally posted order where there will be an option to *Confirm Delivery*.



Clicking on *Confirm delivery* prompts the *Goods Receipts Details* screen to appear and operates similarly to goods receipts as shown below:

Category	Group	Product	Supplier part no.	Type	Order	Purchase 1	Ordered Unit	Delivered (total)	Quantity			Delivery total cost	Remove remainder?	Comment
									Unit cost	O/s	Remaining			
Mops & Accessori	Cleaning Product	12 Oz Kentucky	KMT12	Direct	2	Consuma	1 Each	£0.800	1	1	0	£0.800		
Mops & Accessori	Cleaning Product	12 Twine Socket	CXS12JY	Direct	2	Consuma	1 Each	£0.580	1	1	0	£0.580		
Buckets	Cleaning Product	9L Round Bucket	755R	Direct	2	Materials	1 Each	£1.360	1	1	0	£1.360		
Mops & Accessori	Cleaning Product	60Cm Sweeper M	X0028292	Direct	2	Recharge	3 Each	£9.060	3	3	0	£27.180		
Other	Spares, Parts & O	8Oz White Single	M0001	Direct	2	Recharge	6 Each	£32.460	6	6	0	£194.760		
Buckets	Cleaning Product	9L Round Bucket	755B	Direct	2	Recharge	6 Each	£1.360	6	6	0	£8.160		
									£45.620			£232.840		

When the *Confirm Delivery* option is taken, no further documents are generated.

Confirm Delivery is the stage where any ad-hoc purchases are automatically released to the billing module (see later section).

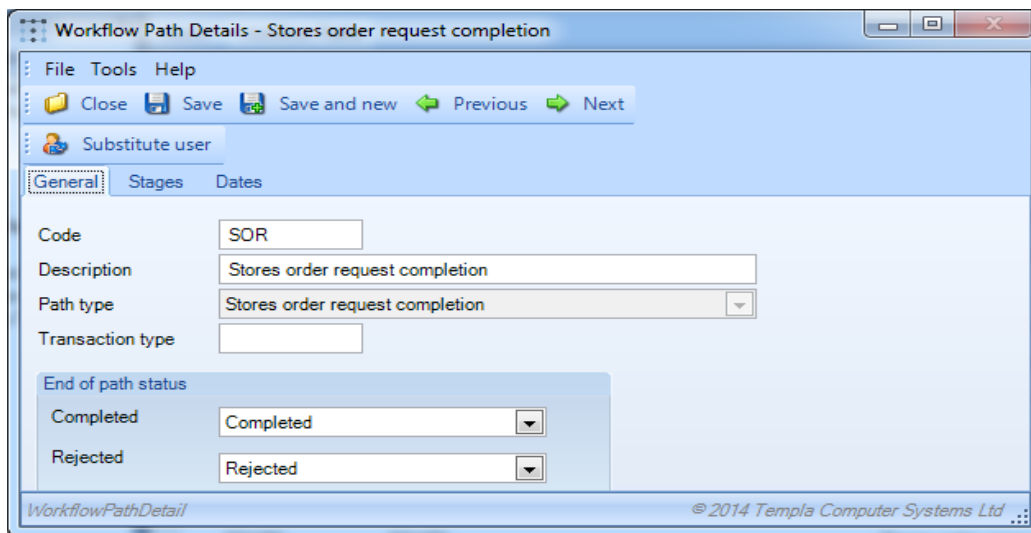
STORES ORDER REQUESTS

Within *TemplaCMS*, not all users may be authorised to create stores orders yet there may be a requirement to allow these users to request that a stores order be created. Typically, this would be where operations managers can raise the request and then centrally the full stores order process is then managed. *Stores order requests (SOR)* are a specific form type for this purpose where they have simplified data entry and where no budget control takes place. An approved *SOR* will then create a standard stores order which then follows the normal controls for approval and distribution.

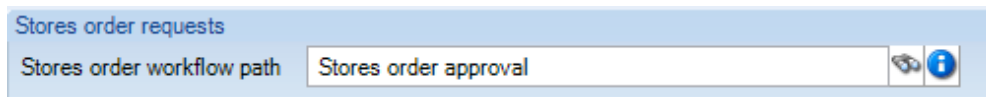
Workflow

A *SOR* can be initiated with no quantities entered, for example, where an initial form is sent to the operations manager's mobile device so that they can copy it and generate their own requests with quantities included. Workflow can therefore now be configured to handle both scenarios, without or with quantities.

A new workflow path must be created for *Stores order request completion*. A new check type has been added for 'Stores order request-quantities not entered', i.e. to handle the first scenario above. The new *SOR* completion workflow path would most likely be defined with two stages: completion and approval. By using the new check type above on the 'completion' stage, a *SOR* form that has been pre-completed by the creating user will pass this rule, and therefore NOT stop on the stage. Thus it would progress directly to approval, whilst a *SOR* form with no quantities entered would fail the rule, stopping on the stage and be routed to the relevant completion user.



A stores order is created as a result of the *SOR* having completed workflow. As part of *SOR* processing, the generated stores order will be sent to workflow with no user intervention. As such it is necessary to define which workflow path should be used for *SOR* approval – this is defined on the stores tab of System Control.



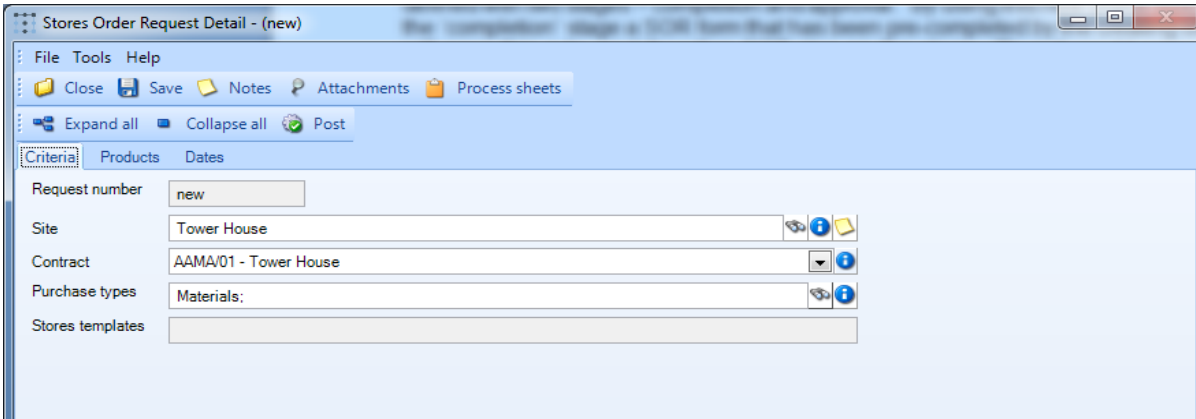
Creation

SORs are manually created from the *SOR* list (or via Mobile CMS). The user must specify site, contract and selected purchase types or contract stores templates. When created from a pre-filtered list, the site and possibly contract is pre-populated and cannot be changed. Furthermore, where the *SOR* is to fulfil a workbill the workbill number can be recorded.

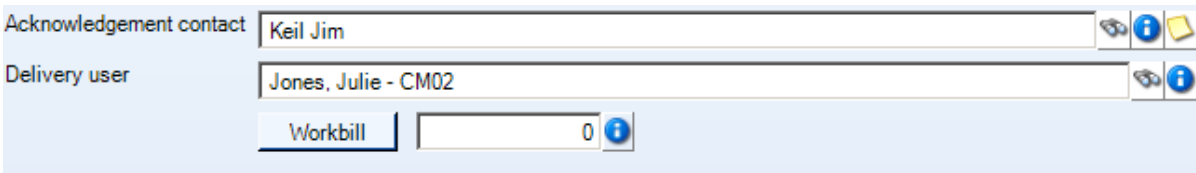
If the contract contains multiple stores templates the user may optionally select either the purchase types (which may relate to several templates) or templates to be included. Where multiple templates may be used to build the product list the user must first select the site and contract followed by one or many templates that are appropriate to the contract.

Once purchase types or stores templates have been selected, the user may begin either to enter the required quantities immediately thus forcing on-line generation of the form items (i.e. products) or leave the quantities empty, either way then choosing to post. Posting of the form will send the form into workflow on the *SOR* completion workflow path. This should

therefore result in the SOR form being assigned to a relevant user to enter the required quantities, based on the workflow path setup.



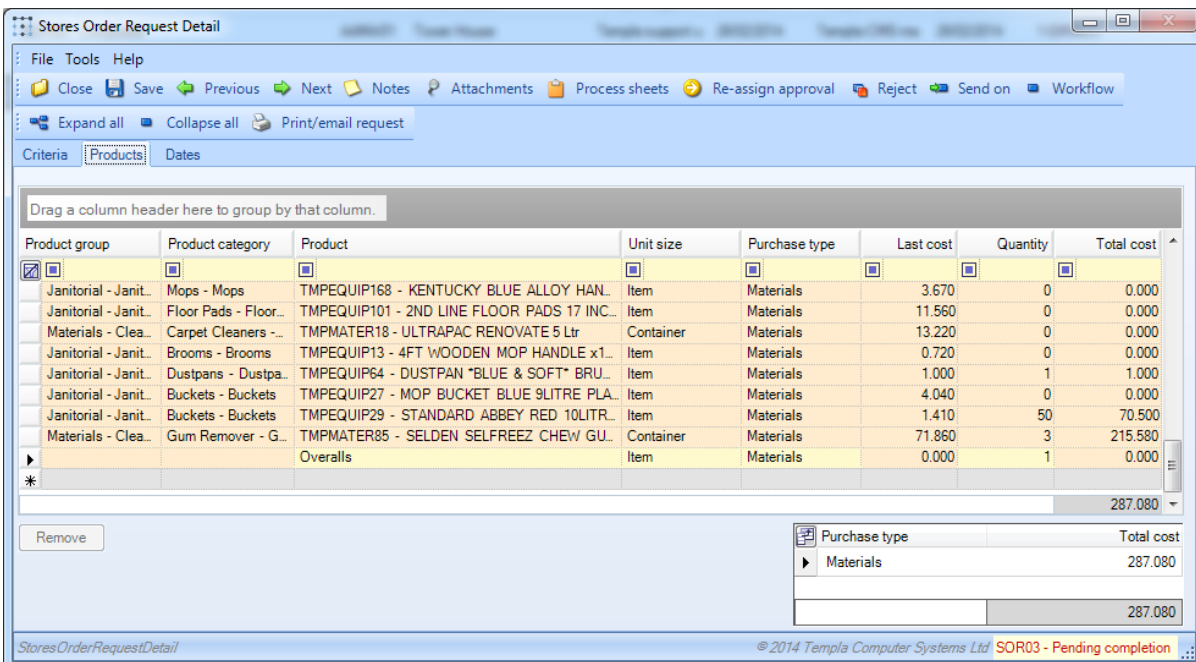
The following optional details can be added to the SOR and if entered these will be transferred to the SO when generated.



Whilst the workbill number will be validated to ensure that it does not relate to another site it will also be possible to enter a completely unknown workbill number, as not all workbills will exist on the mobile device. The workbill number will be validated when the SOR is returned to the server and if invalid will be appended to the 'special instructions' of the SO for later interpretation by a user.

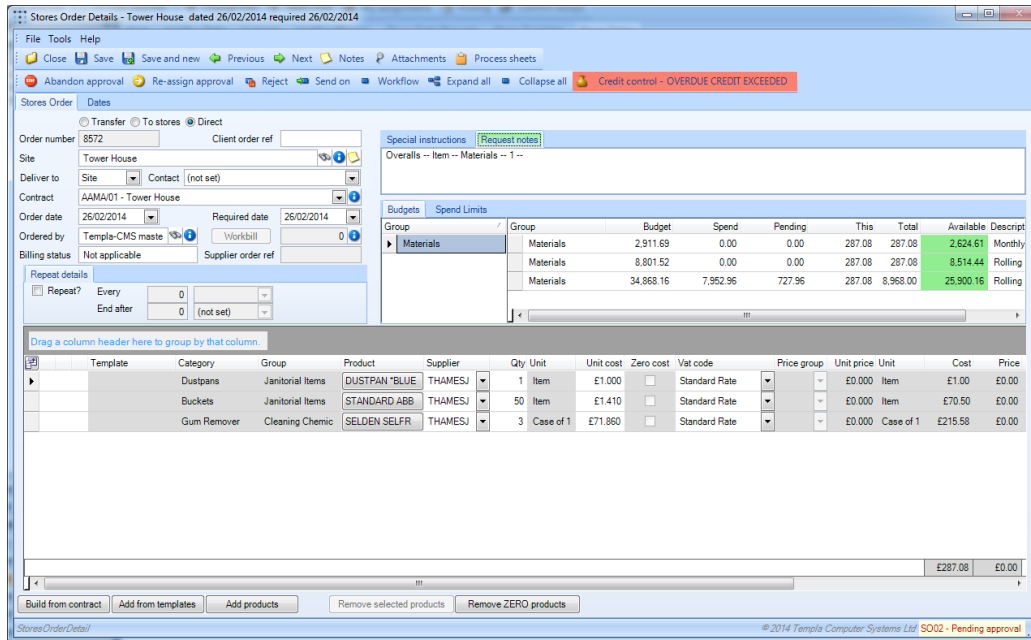
Completion

When an SOR form is in workflow, only the assigned user is allowed to enter details. The items are displayed in a grid as below. If any additional products are required, these can be added as text rows at the foot of the grid. Once at least one quantity has been entered the SOR can be sent on.



Once completed, the SOR is sent back to the server for the creation of the Stores Order which then passes through workflow approval, i.e. budget checking etc. The process is as follows:

- If any non-zero product quantities exist, a stores order will be created for the requested products only.
- If any additional products have been entered, these will be formatted as multi-line text and placed in the existing stores order 'request notes' box.
- The stores order will be sent to workflow on the nominated stores order approval workflow path for requests.
- The SOR form will be updated with the SO number that was created.



- Once approved and posted the SO will be at a status of 'await pick', and the SOR status will be updated on the mobile. A SO confirmation document can be automatically e-mailed to a nominated contact, detailing key products, i.e. rechargeables.
- Once the above has been confirmed the SO will be at a status of 'awaiting delivery' and the site manager can then arrange for delivery to site.
- Only one delivery is permissible at a time for the same SO, so on a delivery to site the deliverer will confirm the delivered quantities on the mobile and capture the client signature in acknowledgement of any rechargeable items delivered.
- Once confirmed as delivered, the confirmation is sent back to the server for creation and automatic posting of the GRN, thus making the rechargeable items eligible for invoicing. The signed delivery note may be optionally e-mailed back to the acknowledgement contact.

NB: it is the stores order's delivery date (where delivery notes maybe auto-built from the purchase invoice) that is used to determine whether to include any rechargeable products within the sales invoice batch.

SO Confirm Picking – Windows

Where System Control is checked for ‘delivery signature required’, when the confirm pick screen is presented the user is now required to select ‘delivery user’:

Category	Group	Product	Ordered	O/s	Picked	Remaining	Unit	Rem
Cleaning Product	General Cleaning	Toilet Cleaner PY	4	4	4		Box of 12 Each	
Centrefeed	Paper Products	Centrefeed Rolls	5	5	5		Pack 6	

The user will only be allowed to be selected from a list of users who are defined as ‘associated users’ within the TemplaCMS Device Registration option. Where there is only one user available this will be defaulted, otherwise only eligible users will be available for selection. The BA restricted analysis will not be applied here, as managers may deliver to sites that they would not normally be authorized to.

By confirming pick, the SO will be set to a status of ‘awaiting delivery’, although a subsequent picking confirmation could still take place. If the first ‘confirm pick’ was assigned to a delivery user then no further confirm picks can take place until the first has been through ‘confirm delivery’.

If the current outstanding ‘confirm delivery’ has been sent to a mobile device mistakenly, an option for ‘reassign delivery’ has been provided which will remove it from this mobile device and send it to the required mobile device, without the need for un-posting the picking confirmation.

SO Confirm Delivery – Mobile Device

As discussed above and detailed below, the actual ordered - products and quantities of the SO are returned to the linked SOR on the mobile device, thus the user can now see quantities as below:

Unit	Purchase type	Cost	Requested	Ordered	Picked	Delivered	Delivery	Total
Box of 12 Each	Materials	4.00	4	4	4	0	1	16.00

Furthermore, rechargeable items now highlighted in red for easy recognition.

For a transfer order at a status of ‘awaiting delivery’, the user may enter the delivery quantities, and progress to the ‘confirm delivery’ tab, where a signature can be captured:

If there are any products for purchase types flagged for ‘client confirmation required’, the signature is mandatory. On acceptance the details are returned to the server when next synchronized.

Delivery confirmation (from the Mobile Device)

On receipt of delivery confirmation details from a mobile, a GRN is created and posted. The signature, date/time details and notes are stored on the 'delivery note' document.

Note: any part deliveries confirmed from the mobile device are applied normally, i.e. setting the SO to a status of 'completed' or 'part delivered'. Subsequent pick confirmations can be processed providing the status is the latter.

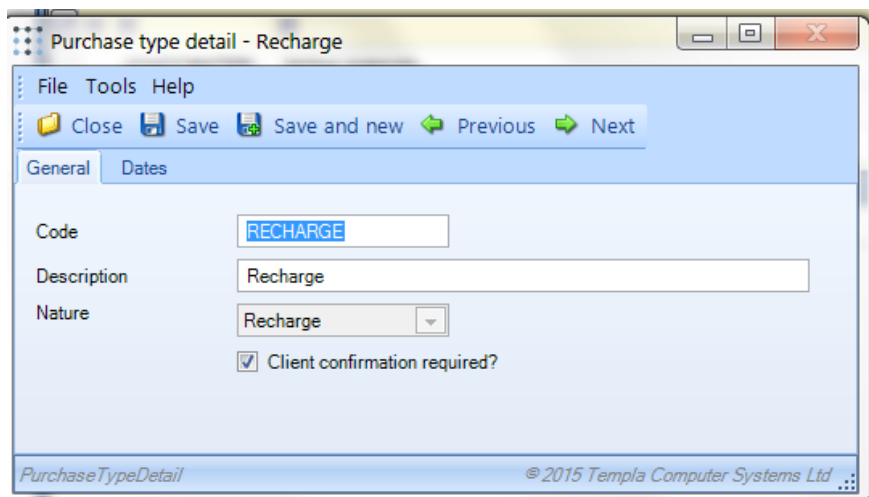
Where the SO has a nominated acknowledgement contact, the delivery note is automatically emailed.

Delivery notes will print the captured signature, date/time details and notes, where they exist.

Print / Email

A PDF version of the SOR form can be generated for print or email at any point on a posted SOR form. Thus the request could be completed on paper and then entered to TemplaCMS at a later stage.

'SO confirmation' documents can also be printed or emailed and may require a signature from the client on the mobile device but only certain purchase types for example 'recharges' should appear on the document. In order to achieve this the purchase type can be flagged as 'Client confirmation required':



Stores Order Forms

The existing facility available on the contract screen for stores order forms has been renamed 'Manual stores order forms' to differentiate these from SORs.

Mobile Budgets

Stores Order Requests (SOR) on TemplaCMS mobile allow materials budget comparisons to be seen. Along with this, controls can be put in place that could prevent a user from sending a SOR to TemplaCMS server where budgets would be exceeded.

SYSTEM CONTROL – STORES

To implement budgets on mobile SOR, the budget control frequencies is relevant for this process need to be identified. This can be done from the 'Stores' option on the 'System Control' menu:

Budgetary control frequencies

Budget year end date: 30/06/2013

Count	Basis		Description	Mobile device and stores order form
1	Weekly	Rolling period	Rolling week	<input checked="" type="checkbox"/>
1	Monthly	Rolling period	Rolling month	<input type="checkbox"/>
3	Monthly	Fixed period	Fixed quarter	<input type="checkbox"/>
3	Monthly	Rolling period	Rolling quarter	<input type="checkbox"/>
1	Yearly	Fixed period	Fixed year	<input type="checkbox"/>

Only one frequency may be selected.

DEVICE REGISTRATION

On each device registration, the user can nominate whether the budget comparisons should be made visible, and whether to allow the budgets to be exceeded

Stores Order Request Budget Comparison

Show Stores Order Request budget comparison?

Allow Stores Order Request budgets to be exceeded?

BUDGET COMPARISON CALCULATIONS

A nightly batch process will calculate the budget comparisons for every contract based on the current and next budget periods for the budget groups flagged as 'materials'. The results of the calculations, including the date range to which they relate, are sent to each relevant mobile device flagged to 'Show Stores Order Request budget positions?'

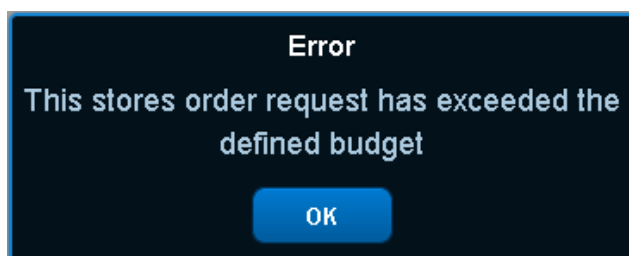
MOBILE SOR

During entry of the SOR on a mobile device, the total cost is shown for each purchase type used. For a 'Materials' purchase type on a device flagged to show SOR budgets, additional information will be shown as below:

Expand		Miscellaneous			
Expand		Paper Products			
Expand		Uniforms.			
Purchase type	Total cost	Budget	Spend	Pending	Variance
Materials	51.00	18.46	0.00	0.00	-32.54

All details shown are based on the period relevant to the selected 'required date' of the SOR. The 'Spend' column reflects the value of posted stores orders for the period, whilst 'Pending' is the value of un-posted.

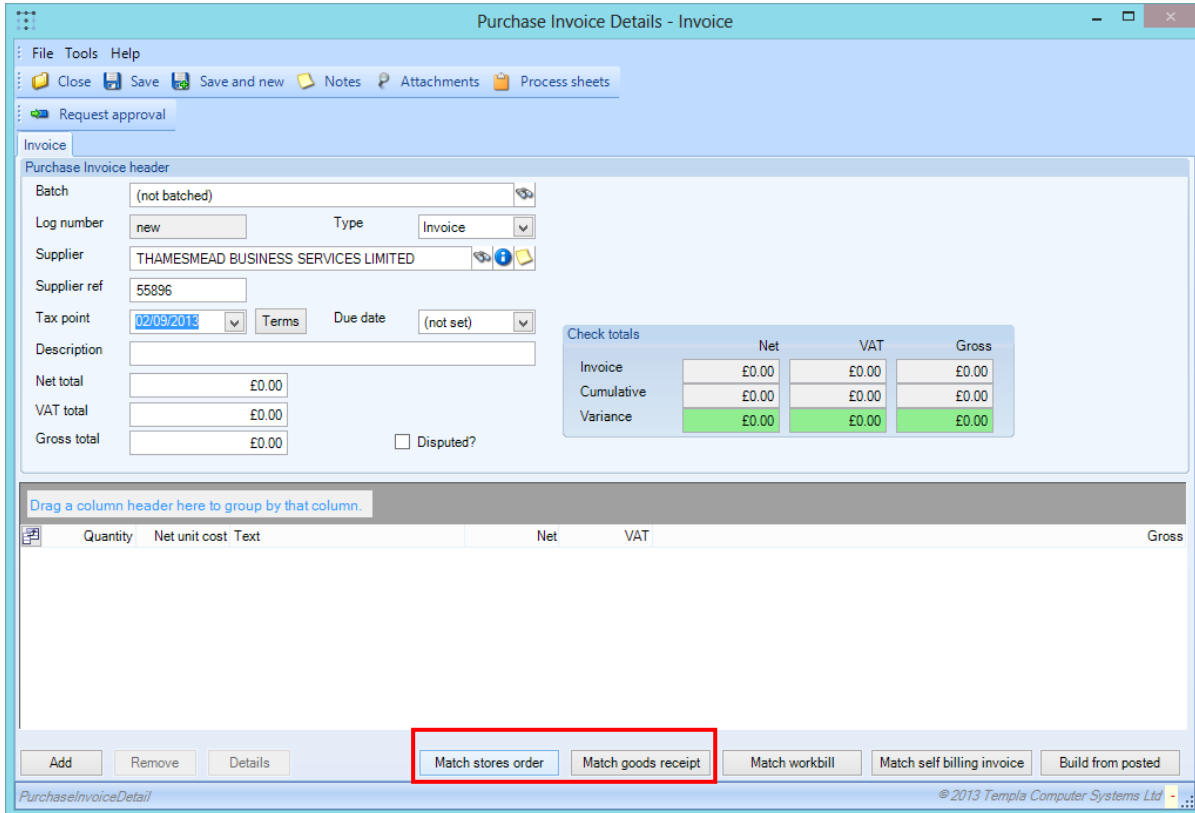
Based on the device registration settings, the user may be prevented from completing the SOR (and therefore sending it to the server) if the budget has been exceeded:



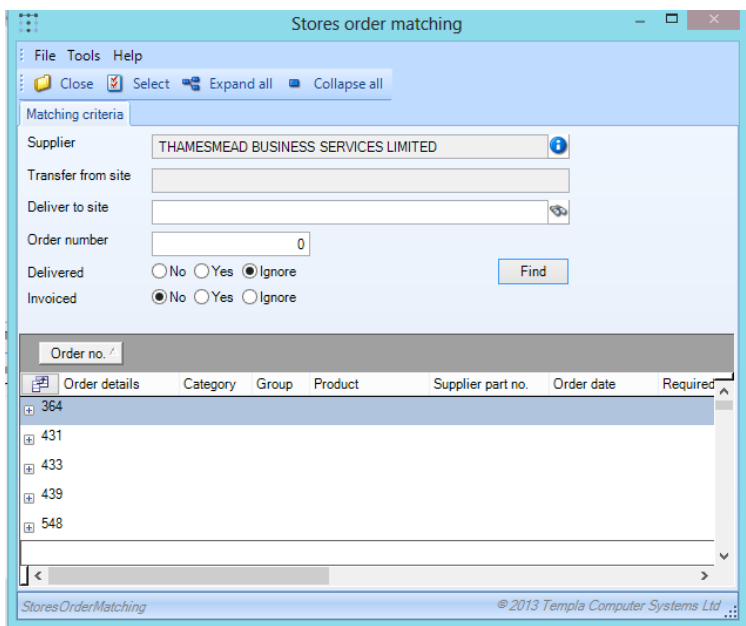
PURCHASE REGISTER

The 'Transaction Register → Purchase Register' option enables supplier invoices to be logged and then sent out for approval using workflow. Invoices related to deliveries against 'Direct' or 'To Stores' orders can have the data entry minimised by matching to orders or goods receipts.

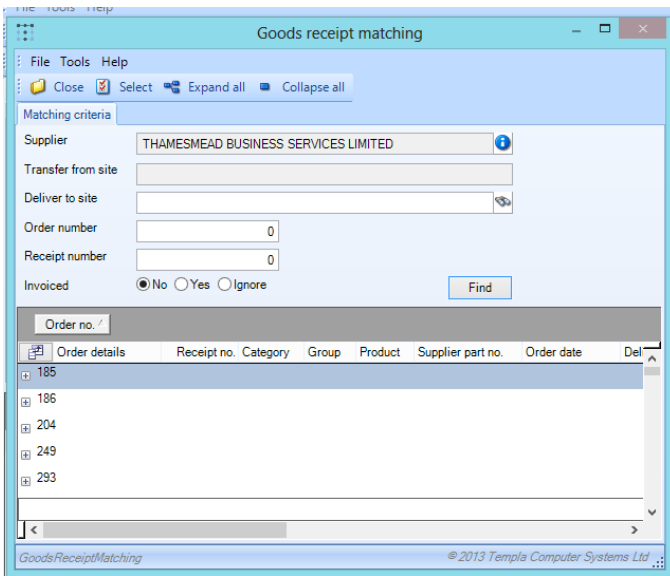
After entering basic invoice information from the supplier's document – such as supplier code, document reference and tax point – one of the match options can be chosen:



'Direct' orders are unlikely to have a receipt entered, as most customers do not inform the company that they have received deliveries, so in these cases, use the 'Match stores order' option, with the resulting screen best grouped by order number:



To Stores' orders must have had a receipt entered; otherwise, stock balances in the warehouse will not be maintained. So, in these cases, use the 'Match goods receipt' option, with the resulting screen best grouped by delivery reference.



With the above options, the system will list all outstanding order/goods receipt lines, grouped as necessary, and the supplier should inform you on their document of the order/delivery ref being invoiced, so simple selection will retrieve all lines to the invoice.

Multiple matching can take place on one invoice if necessary. The invoice lines will have had the full match details automatically populated by the system, defaulting the outstanding ordered/received quantity as the invoiced quantity. All fields can be changed if required.

Where invoices have been matched to the order rather than the goods receipt, and where no goods receipt exists (e.g. for 'Direct' orders), when the invoice is posted across to the ledgers, the system will automatically generate a confirm delivery (receipt) record, i.e. it will be assumed that the goods have now been delivered.

BILLING

Based on the details entered on the Billing tab in contract configuration, any ad-hoc purchases will be included in the next appropriate billing run, provided orders and products have been confirmed as delivered.

Invoice Details - Invoice for TRUSTEES OF MARBLE ARCH TOWER UNIT TRUST dated 31/12/2012

File Tools Help
Close Previous Next Notes Process sheets Pro-formas

Invoice

Invoice header

Batch: batch 521 - Goods Recharge for Accounts ending 31/12/2012
 Client: TRUSTEES OF MARBLE ARCH TOWER UNIT TRUST
 Address to site: KFMA 55
 Invoice: 31/12/2012
 Financial period: 2012 / 9
 KFMA 55
 KFMA 55
 WTH 01K

Par	Site	Text	Qty	Price	Net	VAT	Gross	VAT code	Task type
	KFMA 55	Ref:4749/1, Del Date:30/11/2012 - Live 15ft Red & Gold Decor Christmas Tre	1.00	£950.62	£950.62	£190.12	£1,140.74	Standard Rat	Re-charge
	KFMA 55	Ref:4749/1, Del Date:30/11/2012 - Christmas Tree Parcels	1.00	£74.25	£74.25	£14.85	£89.10	Standard Rat	Re-charge
						£1,024.87	£204.97	£1,229.84	

Add Remove Details

InvoiceDetail © 2013 Templa Computer Systems Ltd

STOCK CONTROL

Stock Balance

The 'Stores → Stock Balance' option gives an overview of the products and their stock levels on the system for any internal stores location, as well as providing a facility for simple stock balance adjustments.

St	Site	Product	Category	Group	Unit	Physical stock	Stocked as	Free stock	On supplier order	Projected free
	RCCP	RCSCON39 - FIN	Dishwash	Re-cha	Bag	0	Bag	0	0	
	RCCP	RCSEQU150 - D	Miscellan	Janitori	Item	0	Item	0	0	
	RCCP	RCSEQU79 - PR	Floor Pad	Janitori	Item	1	Item	1	0	
	RCCP	RCSWOR134 - I	Shirt	Unifor	Item	3	Item	3	0	
	RCCP	RCSEQU173 - K	Flat Mops	Equip	Item	0	Item	0	0	
	RCCP	RCSEQU56 - TA	Cloths	Janitori	Pack	0	Pack	0	0	
	RCCP	RCSMAT169 - BI	INNU Pro	Cleani	Item	138	Item	75	0	
	RCCP	RCSMAT119 - K	INNU Pro	Cleani	Item	4	Item	4	0	
	RCCP	RCSWOR4 - We	Jacket	Unifor	Item	5	Item	5	3	
	RCCP	RCSWOR156 - I	Shirt	Unifor	Item	0	Item	0	0	
	RCCP	RCSCON278 - S	Miscellan	Re-cha	Bag	20	Bag	20	0	
	RCCP	RCSEQU281 - K	Gloves	Janitori	Pair	10	Pair	10	0	
	RCCP	RCSWOR59 - W	Jacket	Unifor	Item	3	Item	3	0	

Double click on a stock line to launch the 'Stock Balance Detail' screen:

Stock Balance Detail

File Tools Help

Close Save Save and new Previous Next

Transactions

Stock Balance

Site: RCCP REGULAR

Product: KEX FLAT MDP 60CM METAL FRAME & HANDL

Stocked as: Item

Current	New
Physical: 0	Physical: 0
On transfer: 0	On transfer: 0
Pending: 0	Pending: 0
Free: 0	Free: 0
Last cost: £12.480	Last cost: £12.480
Valuation: £0.000	Valuation: £0.000
On order: 0	On order: 0
Projected free: 0	Projected free: 0

On supplier order details

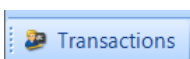
Note, the 'last cost' can only be updated where a change in 'physical stock' takes place.

© 2013 Templa Computer Systems Ltd

From this screen, the physical stock balance and last cost can be adjusted. Where stock balances are changed, a stock movement record will be generated.

The 'Transactions' option will show all the movements affecting the stock levels for the product.

The stock transaction list can be shown by clicking on the 'Transactions' button within the Stock Balance Detail window:



Stock Transaction List

File Tools Help

Close Refresh Print Excel Expand all Collapse all

Drag a column header here to group by that column.

St	Site	Product	Units	Quantity	Unit cost	Source type	Source docum	Dated
RCCP REGU	KEX FLAT M	Item	8	£12.480	Adjustment		02/02/2012 18:48:35	
RCCP REGU	KEX FLAT M	Item	-1	£0.000	Pending tran	TFR 2248	31/05/2012 15:10:34	
RCCP REGU	KEX FLAT M	Item	-1	£12.480	Adjustment		07/06/2012 13:06:20	
RCCP REGU	KEX FLAT M	Item	-1	£0.000	On transfer	TFR 2248	18/06/2012 10:47:10	
RCCP REGU	KEX FLAT M	Item	1	£0.000	Pending tran	TFR 2248	18/06/2012 10:47:10	
RCCP REGU	KEX FLAT M	Item	-1	£12.480	Delivery out	GRN 2717	18/06/2012 10:47:20	
RCCP REGU	KEX FLAT M	Item	1	£0.000	On transfer	TFR 2248	18/06/2012 10:47:20	
RCCP REGU	KEX FLAT M	Item	-1	£0.000	Pending tran	TFR 3958	19/09/2012 15:09:52	
RCCP REGU	KEX FLAT M	Item	1	£0.000	Pending tran	TFR 3958	20/09/2012 11:19:22	
RCCP REGU	KEX FLAT M	Item	-1	£0.000	Pending tran	TFR 3958	20/09/2012 11:19:22	
RCCP REGU	KEX FLAT M	Item	1	£12.480	Receipt	GRN 4894	24/09/2012 08:11:28	
RCCP REGU	KEX FLAT M	Item	1	£0.000	Pending tran	TFR 3958	25/09/2012 14:23:47	
RCCP REGU	KEX FLAT M	Item	-1	£0.000	On transfer	TFR 3958	25/09/2012 14:23:47	
RCCP REGU	KEX FLAT M	Item	1	£0.000	On transfer	TFR 3958	25/09/2012 14:23:47	

StockTransactionList 43 rows

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On Supplier Order Drilldown

The stock balance detail screen also has an option to view 'On supplier order' details.

This provides access to the list of orders which make up the 'on order' supplier quantity, with drilldown access to individual stores order/line enquiry:

Stock Balance Detail

File Tools Help

Close Save Save and new Previous Next

Transactions

Stock Balance

Site: RCCP REGULAR

Product: CLOVER BREAKER POOLSIDE DESCALER 12x1

Stocked as: Container

Current		New	
Physical	40	Physical	40
On transfer	0	On transfer	0
Pending	-5	Pending	-5
Free	35	Free	35
Last cost	£2.340	Last cost	£2.340
Valuation	£93.600	Valuation	£93.600
On order	12	On order	12
Projected free	47	Projected free	47

On supplier order details

Note, the 'last cost' can only be updated where a change in 'physical stock' takes place.

On supplier order

File Tools Help

Close View Expand all Collapse all

Stores orders

Drag a column header here to group by that column.

Order no.	Order details	Category	Group	Product	Supplier part no.	Order date	Re
8525	no: 8525 date: 2	Cleaning	Descal	CLOVER BREAK	MS0004	21/06/2013	21

OnSupplierOrderList

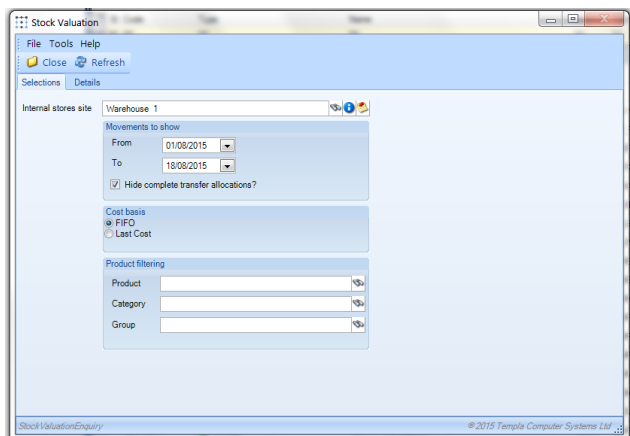
© 2013 Templa Computer Systems Ltd

Stock Valuation

The 'Reports → Stock Valuation' option will give an overview of the products, their stock levels, and valuation on the system for any internal stores location. Valuation has two options:

- **FIFO (first in first out)** – where each goods receipt or adjustment batch has its unit cost applied to the unallocated quantity of each batch.
- **Last Cost** – where each goods receipt or adjustment batch has the only, or preferred, supplier's current unit cost applied to the unallocated quantity of each batch.

Stock movement date range and product filtering can be applied to subset the detailed transactions and products being listed:



Click on the Details tab to display the product list screen showing stock balance and valuation. Click on any product to drill down to the summary stock movements:

Stock Valuation

FIFO Stock Valuation for RCCP REGULAR between 01/09/2013 and 02/09/2013. Run at 14:09 - 02/09/2013

Drag a column header here to group by that column.

Group	Category	Product code	Product description	Stocked as	Free stock	Physical stock	Valuation
Re-chargeable w	Dishwasher Items	RCSCON39	FINISH SALT 8x2K	Bag	0	0	£0.00
Janitorial Items	Miscellaneous-E	RCSEQU150	DUST SHEETS . C	Item	0	0	£0.00
Janitorial Items	Floor Pads	RCSEQU79	PREMIUM FLOOR	Item	1	1	£3.62
Uniforms	Shirt	RCSWOR134	IMAGE WEAR LAD	Item	3	3	£23.85
Equipment	Flat Mops	RCSEQU173	KEX FLAT MOP 60	Item	0	0	£0.00
Janitorial Items	Cloths	RCSEQU56	TASKI: REUSABLE	Pack	0	0	£0.00
Cleaning Chemic	INNU Products	RCSMAT169	BIO SCRUB - 1ltr R	Item	75	138	£190.44

Type	Document	Date	Quantity			Costs		Per unit	Valuation
			Original	Allocated	Issued	Outstanding			
Opening bal		01/09/2013 00:00:00	78			78		£190.44	
Pending transfer	TFR 8551	02/09/2013 12:53:34	-3			-3			
Closing bal		02/09/2013 23:59:59	75			75		£190.44	

Group	Category	Product code	Product description	Stocked as	Free stock	Physical stock	Valuation
Cleaning Chemic	INNU Products	RCSMAT119	KARPET KARE - 5	Item	4	4	£159.60
Uniforms	Jacket	RCSWOR4	Wearmaster Classi	Item	5	5	£49.75
Uniforms	Shirt	RCSWOR156	IMAGE WEAR BLO	Item	0	0	£0.00
Re-chargeable w	Miscellaneous-C	RCSCON278	SALT ROCK BAGS	Bag	20	20	£137.40
Janitorial Items	Gloves	RCSEQU281	Knitted Latex Palm	Pair	10	10	£6.00
Uniforms	Jacket	RCSWOR59	Wearmaster Classi	Item	3	3	£29.85
Uniforms	Foot Wear	RCSWOR92	WEARMASTER SA	Pair	1	1	£30.36
							£23,732.44

STORES ORDER SUPPORT FOR EQUIPMENT

The stores ordering process can be used to order equipment items and can allow the automatic creation of the equipment item, its assignment to site and the capture information from the purchase invoice.

Product

The following two options can be defined on a product:

- Create equipment item?
- Equipment category

Entry of an equipment category is only possible, and is required, where the 'create equipment item' flag has been ticked. Furthermore, a product so ticked will implicitly be marked as 'non-stock', and have all unit factors (purchased, sold, stocked) set to 1.

Stores ordering process

Goods receipts can be entered manually for a stores order or be automatically created as a result of a purchase invoice matching a stores order item. Regardless of the method of creation, the action of posting a GRN will take the product settings into account.

On receipt of a product flagged to 'create equipment item', an equipment item will be created for each unit received, as follows:

- Code – generated based on the product code, and an ascending unique number. Thus where multiple items are created from a single receipt line, they are consecutively numbered.
- Description – taken from the product description, or the ad-hoc text from the stores order line (if an ad-hoc product)
- Equipment category – taken from the product definition
- Purchase date – the GRN delivery date
- Purchase value – the unit cost from the GRN line (which will have been derived from the purchase invoice if the GRN was auto-created)

Each created equipment item will be automatically assigned to the site, effective from the delivery date.

Where a purchase invoice is matched to an existing goods receipt line, the post of the purchase invoice updates the equipment item with the correct purchase value.

Stores order un-posting

To un-post a stores order, the GRNs, purchase and sales invoices must be un-posted first, and in sequence, due to the references between them (see 'Stores Order Reversal process'). As equipment items also reference GRNs, these cannot be un-posted until the equipment items have been manually deleted first. Un-posting of a purchase invoice does not affect equipment items.

Equipment items

A reference to the GRN that created an equipment item will be held on each item in addition to the supplier, stores order number and purchase invoice number (if one exists). These details are also visible on the list.

The screenshot shows a software window titled "Equipment/Service Detail - Extension cable". The window has a menu bar with "File", "Tools", and "Help". Below the menu bar is a toolbar with icons for "Close", "Save", "Save and new", "Previous", "Next", "Notes", "Attachments", and "Process sheets". A "Transactions" dropdown menu is visible, with "General" selected. The "General" tab is active, showing the following fields:

- Code: TMPEQUIP407/1
- Description: Extension cable
- Equipment category: Vacuum Equipment
- Missing?
- PAT testing**
 - Last PAT date: [dropdown]
 - Next PAT date: [dropdown]
 - Frequency: [input] [dropdown]
- Equipment details**
 - Purchase date: 26/02/2014 [dropdown]
 - Purchase value: £32.65
 - Asset number: [input]
- Purchase details**
 - Purchase invoice number: 10213 Invoice for DURYT dated 26/02/2014 due 28/03/2014 [info] [document]
 - GRN number: 11465 dated 26/02/2014 from DURYT - DURYT [info] [document]
 - Stores order number: 8573 Tower House dated 26/02/2014 required 26/02/2014 [info] [document]
 - Supplier: DURYT [info] [document]

The footer of the window displays "EquipmentItemDetail" on the left and "© 2014 Templa Computer Systems Ltd" on the right.

STORES ORDER REVERSAL PROCESSES

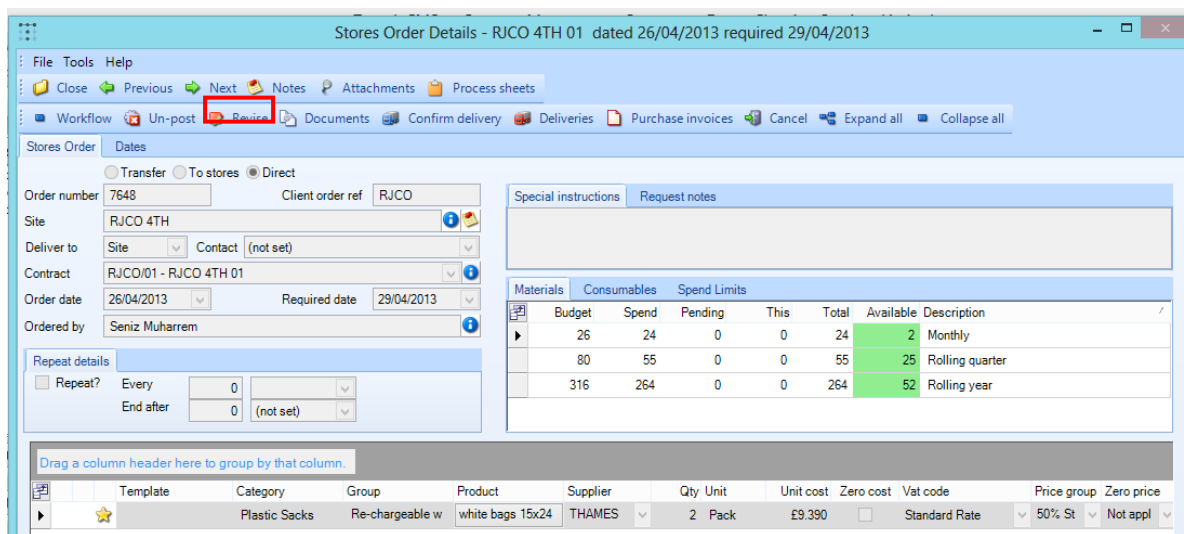
The Templa-CMS stores ordering system allows the roll-back of stores orders through their possible stages:

- Posting
- Picking (transfers only)
- Goods receipt/delivery
- Purchase invoice matching
- Sales invoice re-charge

With the exception of the purchase and sales invoices, a roll-back of stores orders will require these stages to be un-done in reverse sequence.

Revising a Stores Order

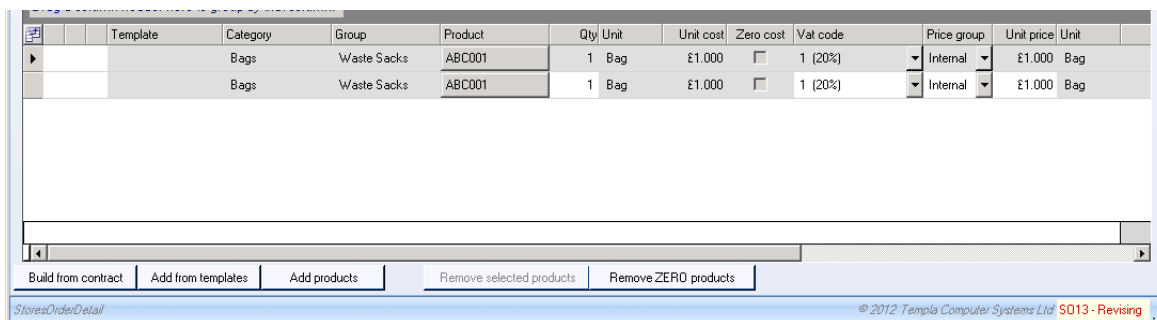
The 'Revise' function within Stores Orders allows the user to edit Orders that have already been posted:



A revision can only take place if the following conditions are met:

- The order is not repeating
- On 'direct' and 'to stores' orders, the status must not be "Completed"
- For a transfer order, picking must not have occurred yet

Under these circumstances, it is then possible to start the revision process. The order status will be changed to 'revising', at which point it will no longer be seen as posted. For each eligible line of the order (i.e. those that have not been received or



invoiced), a copy will be created which can be edited, as shown below:

Users are now free to amend these latest lines as required, and can also add new lines if required. If any zero lines are added, they will be removed at the point of posting the revision. A revised order must be approved (again) by a user with a stores order revision approval workflow path, at which point it will be posted with the new/edited lines in place and any old lines

removed. The order status will then return to “Posted” and notes will be added to the order to record the start and end of the revision process, along with auditing any changes made:

Classification	By	On	At	
System	Templa support user	02/09/2013	14:23	special added: 12 INCH SOFT WOODEN BROOM COMPLETE COC004 special product
System	Templa support user	02/09/2013	14:19	Revise SUCCEEDED
System	Seniz Muharrem	26/04/2013	13:26	Post SUCCEEDED
System	Seniz Muharrem	26/04/2013	13:26	Order emailed to onlineorders@thamesmeadonline.co.uk -- supplier: THAMESMEAD BUSINESS SE

The revision can be cancelled at any point during the process, removing any changes made and returning the Stores Order to its original status.

Sales Invoice Un-post

It is possible for an authorised user to un-post an entire sales invoice batch if required. It must be remembered, however, that this only performs the un-post within Templa-CMS, and not within the accounts system, meaning that on re-post in Templa-CMS all invoices remaining in the batch would again be sent to Dimensions, possibly causing a great deal of duplication that would need to be manually deleted before posting within Dimensions.

A securable function has been added to allow ‘sales invoice un-post’. For an authorised user, this function can be performed on one or many invoices within a single posted sales invoice batch. On acceptance of the un-post of several invoices, the following will be performed:

- A new ‘ad-hoc’ invoice batch will be created
- The selected invoices will be moved to the ‘ad-hoc’ batch, and marked as un-posted
- The original (now smaller) batch will be re-summarised to ‘site transactions’ (i.e. the value of the un-posted invoices will be removed from the reporting database)
- The state of any affected stores orders (or indeed work-bills) will be re-assessed, and therefore set back to ‘not invoiced’

Following the un-post, and based on whether further rollback is required (e.g. of GRNs), the user may then decide to delete the ad-hoc invoice batch and its invoices.

St	Pa	Invoice	Client cod	Client name	Site code	Site name	Type	Dated	Net value	Vat value	Gross value	Sales analysis	Source
		GPMP - MERIDIAN DELTA	GPMP	MERIDIAN DELTA LTD	GPMP/0	GPMP 1	Invoice	31/05/2013	£64.14	£12.83	£76.97	4090	Stores order receipt GPMP/01
		GPMP - MERIDIAN DELTA	GPMP	MERIDIAN DELTA LTD	GPMP/0	GPMP 1	Invoice	31/05/2013	£25.89	£5.18	£31.07	4090	Stores order receipt GPMP/01
		JLSLPC - STANDARD LIF	JLSLPC	STANDARD LIFE ASSUR	JLSLPC/	JLSLPC LONDON	Invoice	31/05/2013	£83.20	£16.64	£99.84	4090	Stores order receipt JLSLPC/0
		JLSLPC - STANDARD LIF	JLSLPC	STANDARD LIFE ASSUR	JLSLPC/	JLSLPC LONDON	Invoice	31/05/2013	£31.20	£6.24	£37.44	4090	Stores order receipt JLSLPC/0
		JLSLPC - STANDARD LIF	JLSLPC	STANDARD LIFE ASSUR	JLSLPC/	JLSLPC LONDON	Invoice	31/05/2013	£59.80	£11.96	£71.76	4090	Stores order receipt JLSLPC/0
		JLSLPC - STANDARD LIF	JLSLPC	STANDARD LIFE ASSUR	JLSLPC/	JLSLPC LONDON	Invoice	31/05/2013	£-38.13	£-7.63	£-45.76	4090	Stores order receipt JLSLPC/0
		JLSLPC - STANDARD LIF	JLSLPC	STANDARD LIFE ASSUR	JLSLPC/	JLSLPC LONDON	Invoice	31/05/2013	£-77.25	£-15.45	£-92.70	4090	Stores order receipt JLSLPC/0
		JLTS - RAILWAY PENSIO	JLTS	RAILWAY PENSION NOMI	JLTS/01	JLTS LONDON	Invoice	31/05/2013	£25.32	£5.06	£30.38	4090	Stores order receipt JLTS/01 --
		JLTS - RAILWAY PENSIO	JLTS	RAILWAY PENSION NOMI	JLTS/01	JLTS LONDON	Invoice	31/05/2013	£12.83	£2.57	£15.40	4090	Stores order receipt JLTS/01 --
		JLTS - RAILWAY PENSIO	JLTS	RAILWAY PENSION NOMI	JLTS/01	JLTS LONDON	Invoice	31/05/2013	£23.31	£4.66	£27.97	4090	Stores order receipt JLTS/01 --
		JLTS - RAILWAY PENSIO	JLTS	RAILWAY PENSION NOMI	JLTS/01	JLTS LONDON	Invoice	31/05/2013	£39.24	£7.85	£47.09	4090	Stores order receipt JLTS/01 --
		JLTS - RAILWAY PENSIO	JLTS	RAILWAY PENSION NOMI	JLTS/01	JLTS LONDON	Invoice	31/05/2013	£381.30	£76.26	£457.56	4090	Stores order receipt JLTS/01 --
		JLTS - RAILWAY PENSIO	JLTS	RAILWAY PENSION NOMI	JLTS/01	JLTS LONDON	Invoice	31/05/2013	£772.50	£154.50	£927.00	4090	Stores order receipt JLTS/01 --
		JLTS - RAILWAY PENSIO	JLTS	RAILWAY PENSION NOMI	JLTS/01	JLTS LONDON	Invoice	31/05/2013	£31.65	£6.33	£37.98	4090	Stores order receipt JLTS/01 --
		JLTS - RAILWAY PENSIO	JLTS	RAILWAY PENSION NOMI	JLTS/01	JLTS LONDON	Invoice	31/05/2013	£25.32	£5.06	£30.38	4090	Stores order receipt JLTS/01 --
		LIMS - MARS PENSION T	LIMS	MARS PENSION TRUSTE	LIMS/01	LIMS LONDON	Invoice	31/05/2013	£66.92	£13.38	£80.30	4090	Stores order receipt LIMS/01 --
		LIMS - MARS PENSION T	LIMS	MARS PENSION TRUSTE	LIMS/01	LIMS LONDON	Invoice	31/05/2013	£92.82	£18.56	£111.38	4090	Stores order receipt LIMS/01 --
		LIMS - MARS PENSION T	LIMS	MARS PENSION TRUSTE	LIMS/01	LIMS LONDON	Invoice	31/05/2013	£4.71	£0.94	£5.65	4090	Stores order receipt LIMS/01 --
		LIMS - MARS PENSION T	LIMS	MARS PENSION TRUSTE	LIMS/01	LIMS LONDON	Invoice	31/05/2013	£25.40	£5.08	£30.48	4090	Stores order receipt LIMS/01 --
									£29,823.53	£5,964.74	£35,788.27		

Note: It will remain the user's responsibility to raise any necessary credits within Dimensions.

Purchase Invoice Un-post

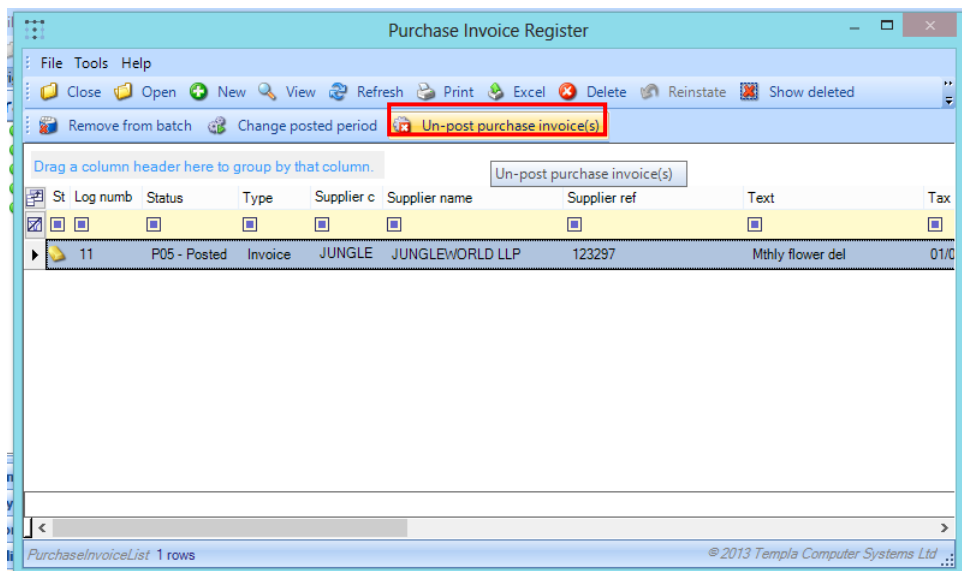
As with sales invoice batches, it is possible for an authorised user to un-post an entire purchase invoice batch, and again this only performs the un-post within Templa-CMS.

A securable function has been added for 'purchase invoice un-post'. For an authorised user, this function can be performed on one or many purchase invoices within a single posted purchase invoice batch. On acceptance of the un-post of several purchase invoices, the following will be performed

- A new purchase invoice batch will be created
- The selected invoices will be moved to the new batch, and marked as un-posted
- The original (now smaller) batch will be re-summarised to 'site transactions'
- The state of any affected stores orders (or indeed work-bills) will be re-assessed, and therefore set back to 'not purchase invoiced'

Following the un-post, and based on whether further rollback is required (e.g. of GRNs), the user may then decide to delete the purchase invoice batch and its invoices, or amend the invoices to re-match to the correct stores orders.

Note: It will remain the user's responsibility to raise any necessary credits within Dimensions.



Goods Receipt Un-post

A securable function has been provided for 'GRN un-post'. For an authorised user, this function will only be accessible if no sales or purchase invoices are referencing the GRN in question (even if the sales or purchase invoices are un-posted, they must not exist to un-post the GRN).

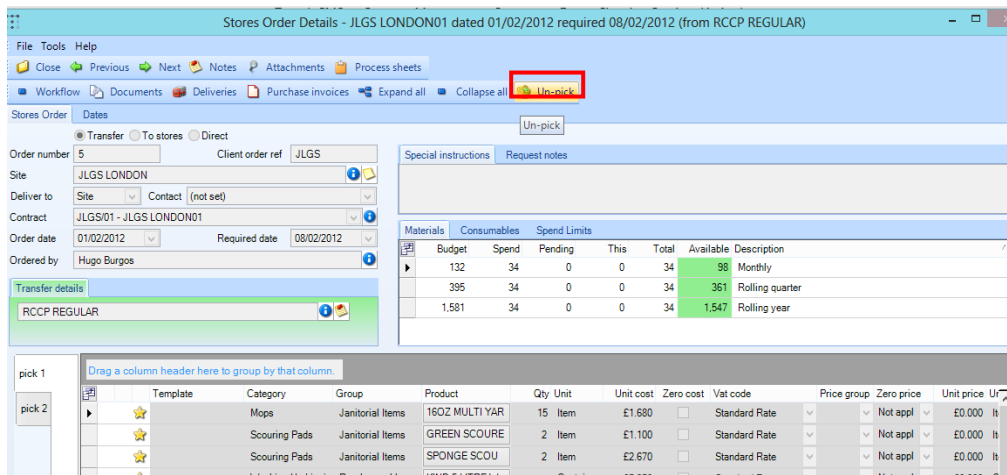
On acceptance of the GRN un-post, the GRN details will be set to a 'new' status and the state of the associated stores order will be re-assessed, thus returning it to 'awaiting delivery' (assuming there are no other posted GRNs for the same stores order). For a 'transfer' order, re-allocation of the stock 'picked' and 'on-transfer' will automatically take place as part of this process. For a 'to stores' order, any stock movement created by the posting of the GRN will be reversed.

Once the GRN has been un-posted, the user is free to amend or delete as required.

Un-Picking

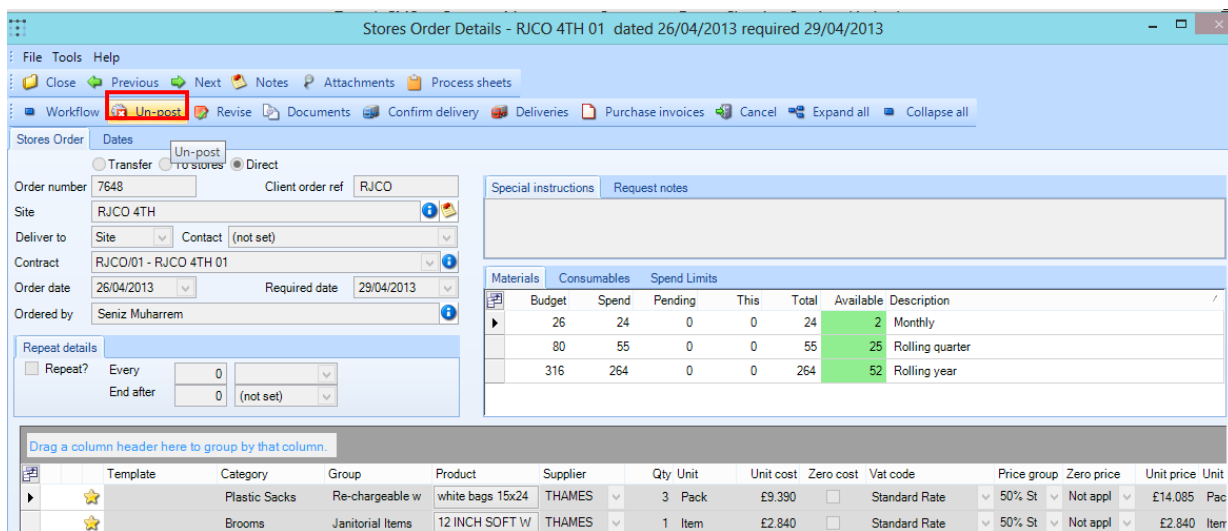
A securable function has been provided for 'stores order un-pick'. Where multiple picks have been performed on a stores order, they must be un-picked in reverse sequence. For an authorised user, this function will only be accessible if there are no GRNs associated with the picking number selected for un-pick (even if the GRNs are un-posted, they must not exist in order to un-pick a picking number).

On acceptance of the un-pick, the picked quantities within the picking number will be removed, and the state of the associated stores order will be re-assessed, thus setting its status appropriately and removing any stock allocations.



Stores Order Un-post

A securable function is provided for 'stores order un-post'. For an authorised user, this function will only be accessible if there are no GRNs or picking details associated with the order (even if the GRNs are un-posted, they must not exist to un-post a stores order, they should be un-posted and then deleted). On acceptance of the stores order un-post, the order will be set to an 'approved' status. Once the order is un-posted, the user is free to amend or delete it as required.

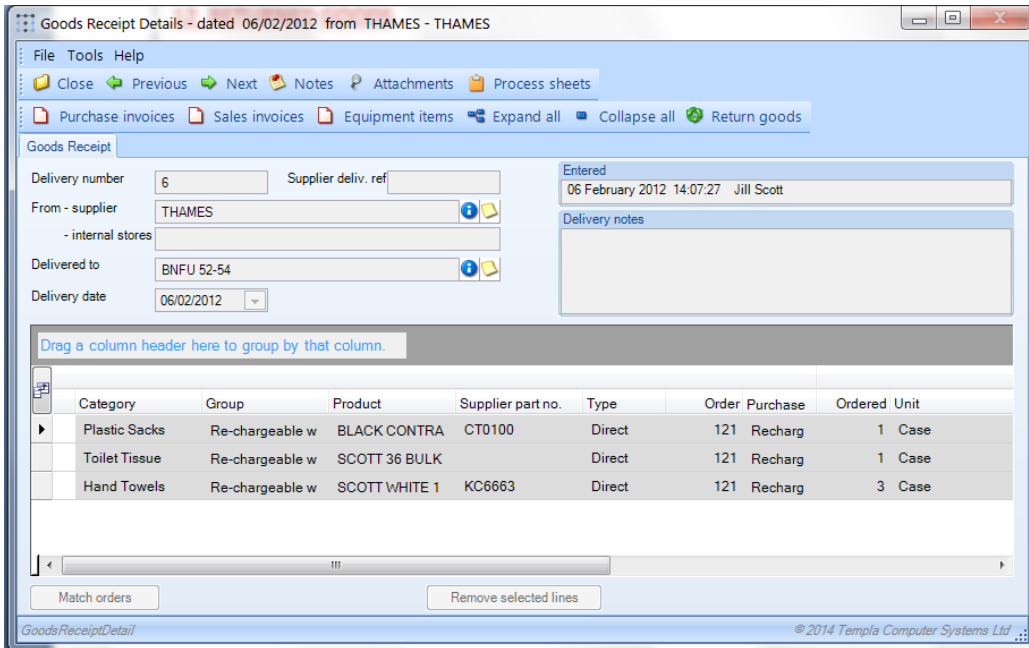


RETURNED GOODS

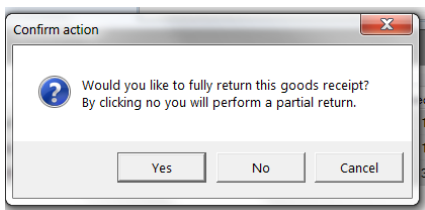
Where 'goods receipts' are entered in error, the existing process for un-posting can be used to reverse the effect of this error. However, there are occasions where the GRN was correctly entered, and possibly even re-charge invoices have been sent, but that the goods are ultimately returned from the site. Whilst this can be un-done by careful un-posting and the creation of a manual credit for the re-charge, this process is long winded and therefore not ideal in this scenario.

A 'goods return' process now exists to make this process easier for the user. This process is securable via the 'Goods receipt – return' function.

For a user with the above new function, a new toolbar button will be available on any posted 'Goods receipt', as below

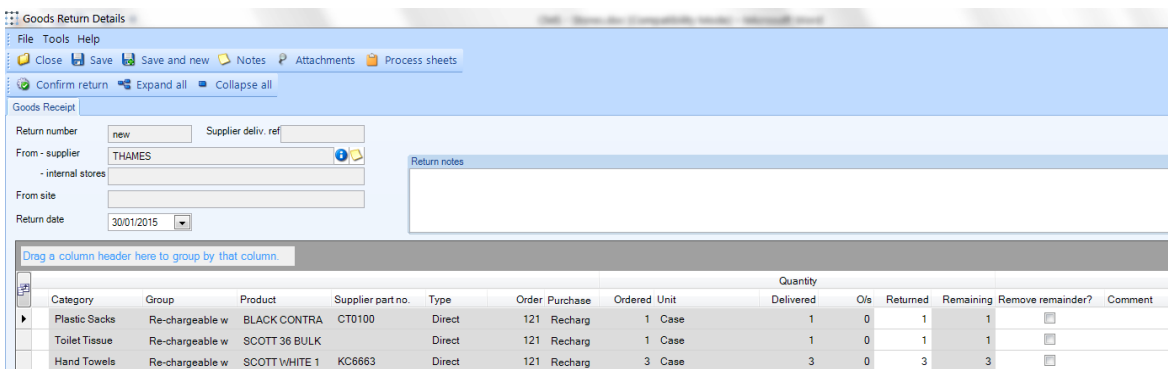


When selected, the user will initially be prompted to confirm whether this is a 'full' or 'partial' return, and will subsequently be presented with the 'Goods Return Details' window.



GOODS RETURN

On the 'Goods Return Details' screen, all details including the return line will be pre-built from the goods receipt that has been selected for return. Where the user specified 'full return' the return quantities will be auto-completed from the original delivered quantities.



On the header section, the user will be able to enter the return date, and return notes. All other header details will be view only, having been brought forward from the receipt.

On the lines, the user may enter a returned quantity that does not exceed the delivered quantity of the GRN line being returned. It is possible to record multiple goods returns against a single goods receipt. Where this is done, TemplaCMS will be keeping track of the total returned quantity at GRN line level and, as such, will know the quantity that can be returned.

As each return quantity is entered, the associated stores order line will become under-delivered. As such, the user will at this point be able to specify whether to remove the remainder, i.e. confirming that it will never be re-delivered. Unlike receipt processing, the remove remainder flag will NOT default from the System Control setting but instead will be un-ticked.

It is not possible to add or remove lines from the return. Where a line is not required to be returned, the return quantity should be left as zero.

Confirm Return

On pressing the 'Confirm return' button, the goods return details will be posted.

Where a return line relates to a 'rechargeable' receipt line, the new return line will become eligible to be credited, even if the original receipt has not yet been invoiced.

For a return on a 'transfer' order, a 'stock in' transaction will be created on the internal stores site in order to return the goods to stock. This transaction will take its unit cost from the cost of the receipt line being returned.

For a 'to stores' order, a 'stock out' transaction will be created to remove the goods from stock. As with any other 'stock out' transaction, this process will require allocation of the required stock. The routine will attempt to allocate directly to the 'stock in' transaction of the receipt line being returned, although if this is not possible, normal FIFO stock allocation will occur. If it is not possible to fully allocate the stock out (i.e. there is insufficient free stock) the confirmation process will fail and the user must amend the goods return details.

On completion of the 'Confirm return' processing, the overall state of the stores order will be re-assessed and as such its status could be changed.

Invoicing

As a goods return line is in effect simply a negative goods receipt line, where a credit is necessary (i.e. where the original GRN line had previously been invoiced) it will implicitly be picked up during re-charge invoicing, thus crediting the client.



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